BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

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Supply Management

CATALOGING AND STANDARDIZATION

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This manual outlines the policies, procedures, and mission assignments pertinent to accomplish-ing materiel identification and standardization programs and projects. It applies to HQ Air Force Materiel Command (AFMC), Defense Logistics Agency (DLA) cataloging activity, DLIS-KF, Air Force cataloging agent; the Air Logistics Centers (ALCs); all Contractor Inventory Control Points (ICPs); and those Air Force logistics organizations whose missions require cataloging and standardization functions. Questions and comments, including specific details of any conflict concerning this manual, may be reported to Ms. Sherri Gay at HQ AFMC/LGIS, DSN 932-5412 or 269/961-5412 or submitted in writing to HQ AFMC/LGIS, 74 N. Washington Avenue, Ste. 8, Battle Creek, MI 49017-3094. This publication does not apply to U.S. Air Force Reserve or Air National Guard units and members.

SUMMARY OF REVISIONS

All 36 Chapters have been reviewed regarding enhanced procedures and processes, data system changes, and the most current references, forms, instructions, and directives. Office symbols and focal point lists have been updated and, where applicable, a website address has been included. Chapter 6, regarding Nondefinitive (ND) Number and Kit "K" Number processing, includes significant procedural modifications. Chapter 8 includes reference to AFI 21-133 (I) *Joint Depot Maintenance Program,* March 1999, which outlines procedures for assigning Depot Source of Repair Codes (DSORs). Enhanced procedures and processes are included in Chapter 31, Processing Standardization Documents; Chapter 34, Item Reduction Program; and Chapter 36, Interchangeability and Substitutability (I&S) Program. Chapter 21, D036 Suspense and Control System (SACs), is unchanged since it is expected that this chapter will be obsolete following discontinuance of the D036 System. Information that was previously disseminated as Chapter 25 is now available in AFMCM 21-1, *AFMC Technical Order System Procedures*.

PART 1

INTRODUCTION AND GENERAL INFORMATION

Chapter 1

CATALOGING AND STANDARDIZATION MISSIONS

1.1. Missions. The cataloging and standardization missions are essential elements of the overall Air Force logistics system. While satisfying Air Force requirements, these missions are conducted in compliance with various Congressional mandates and Department of Defense (DoD) manuals, e.g., the *Federal Logistics Information System (FLIS) Procedures Manual*, DoD 4100.39-M; the *Defense Standardization Program Policies and Procedures Manual*, DoD 4120.24-M; the *Defense Integrated Materiel Management Manual for Consumable Items,* DoD 4140.26-M, and DoD 4140.1-R *DoD Materiel Management Regulation,* aimed at providing for and operating an efficient military supply system.

1.2. Cataloging. Air Force cataloging operations are conducted within the framework of the Federal Catalog Program (FCP). Under this program Air Force, together with the other military Services and civilian agencies of the United States (US) Government, is required to maintain and use a single uniform cataloging system. For the DoD, the Defense Logistics Agency (DLA) is the administrator of the FCP and ensures required participation. The Defense Logistics Information Service (DLIS) is the central operating point for the FCP. DLIS is responsible for releasing FCP publications and for the processing of item identifications with the related management data. This includes assignment of all National Stock Numbers (NSNs) and maintenance of a complete central cataloging file (data bank). This file is identified as part of the Federal Logistics Information System or the FLIS database, which is resident at the Defense Supply Center (DSCC) in Columbus, OH. The computerized Federal Catalog System (FCS) is referred to as "FLIS", and includes item identification and supply information on items repetitively procured by the federal Government.

1.2.1. Cataloging Processes. Cataloging of new items and maintenance transactions undertaken by Services and Agencies result in the comprehensive logistics data Total Item Record (TIR) required to identify, requisition, ship, store, dispose, or make other logistics decisions related to an item of supply during its lifecycle.

1.2.1.1. Item Name Assignment. The designation of a noun or noun phrase to an item of supply that answers the question, "What is it?" Based upon subsequently available technical data and ongoing tool development, an item name may be refined after stocklist action.

1.2.1.2. Federal Supply Class (FSC) Determination. The categorization of an item of supply into one FSC establishes its relationship with other items, based on the assigned item name and/or characteristics.

1.2.1.3. Item Identification (II) Preparation and Maintenance of a catalog description for an item by the Primary Inventory Control Activity (PICA).

1.2.1.4. Item Entry Control (IEC). A process whereby the cataloging technician, in conjunction with the Item Manager (IM) and Equipment Specialist (ES), scrutinizes and examines potential candidate items for inclusion in the FCP in order to determine if a previously-existing item or better quality item may be used in its place.

1.2.1.5. Technical Data Validation. The process by which the quality of the available technical data is confirmed for purposes of Item Name assignment, FSC determination, Item Entry Control (IEC), and the item identification (II).

1.2.1.6. Provisioning Support. Those actions taken to facilitate the best selection, procurement, and cataloging of items of supply required to sustain weapons systems and other government requirements (e.g., technical data validation, data calls, provisioning, guidance conferences, Logistics Support Analysis (LSA) conferences, etc.).

1.2.1.7. Data Entry and Maintenance Transactions. Those actions necessary to ensure complete, accurate, and current logistics data records (excluding item characteristics data) for an item of supply. Cataloging changes may be required because of the need to establish I&S relationships, Item Reduction Study (IRS) decisions, major item maintenance, Service catalog management data (CMD) updates, logistics reassignments, Base Realignment and Closure Commission (BRAC) actions, Defense Inactive Item Program (DIIP), see DoD 4140.32-M; or disposal actions.

1.2.1.8. Cataloging Tools. The process of initiating and enhancing documents and procedures required to research, record, and organize logistics information.

1.2.1.9. Item Management Coding (IMC). The process of determining whether items of supply qualify for management by the military Services, rather than by DLA or General Services Administration (GSA), according to DoD 4140.26-M, *Defense Integrated Materiel Management Manual for Consumable Items.*

1.2.1.10. Supply Support Request (SSR) processing. A request by a Service/Agency (S/A) to be made a user of a consumable/field repairable item, which is managed by another Service or Agency. These actions are outlined in the AFMAN 23-110, *USAF Base Supply Manual.*

1.2.1.11. Data Dissemination. Various products and events provide logistics information to customers at every level of the supply system.

1.3. Standardization. Air Force standardization operations are conducted primarily within the framework of the Defense Standardization Program (DSP) and in accordance with DoD 4120.24-M, *DoD Defense Standardization Program Policies and Procedures Manual*. The main objectives are to achieve and maintain the highest practicable degree of standardization for items, material, practices, procedures, and terminology by preparing standardization documents. In addition to participating in the DSP, the Air Force standardization mission entails the conduct of, and participation in, various other related programs and projects, including International Standardization Programs, Non-Government Standards Bodies, Parts Control Programs, and Overpricing Programs.

Chapter 2

RESPONSIBILITIES.

2.1. General. All Air Force activities and their personnel, including contracted agents/entities, are responsible for ensuring that:

2.1.1. The policies and procedures outlined herein are implemented and enforced.

2.1.2. Data in the Item Management Control System (IMCS) and Federal Logistics Information System (FLIS) is current, accurate, and complete. Authorized official Air Force catalog manage-ment data resides in IMCS.   Other Air Force systems may hold or display such data, but those systems are not recognized as the legitimate, authoritative source for Air Force catalog management data.

2.1.3. The IMCS e.g., D043, D043A, D043B, and D143C, is the only official, sanctioned source of entry and storage for Air Force cataloging and certain other logistics management information. The IMCS records logistics data in the Federal Logistics Information System.

2.2. Specific Areas of Responsibility.

2.2.1. HQ AFMC/LGIS, Logistics Information Support Branch, in Battle Creek, MI will manage Air Force requirements pertaining to Federal Cataloging System (FCS) publications.

2.2.2. Headquarters (HQ) United States Air Force (USAF)/ILGP, Policy & Procedures Division, will serve as the Air Staff channel for the Federal Catalog Program (FCP) as well as interchange- ability and substitutability (I&S) issues when there is interaction between HQ Air Force Materiel Command (AFMC) and the Secretary of the Air Force or Secretary of Defense offices.

2.2.3. HQ AFMC/LGIA, Inventory Management Policy Branch and/or HQ AFMC/LGIS, Logistics Information Support Branch, will develop policies for the IMCS and standardization mission and pro-vide staff direction and control.

2.2.4. HQ AFMC/Computer Systems Office (CSO), and Materiel Systems Group (MSG), will develop and maintain data automation and telecommunication support for Air Force participation in, interface with, and supplementation of the FCP and standardization programs.

2.2.5. The Acquisition/Modification System Program Office (SPO) will provide the oversight for contractors performing materiel management responsibilities to ensure the Federal Catalog Program actions are accomplished and the contractor is in compliance with Public Law (PL) 436, Title 10, United States Code, and Section 487, Title 40, United States Code.

2.3. Cataloging and Standardization Maintenance Transactions. The technicians in DLIS-KF, the DLA activity contracted to perform AF cataloging and standardization transactions are located in Battle Creek, MI. Other mission-unique Air Force activities perform cataloging and standardization functions and submit transactions as outlined in Chapter 10.

2.4. ALC/Contractor ICP Responsibilities. ALCs item management/system management organizations and Contractor ICPs are responsible for performing logistics support services and item management functions for specific items, FSCs, subsystems, equipment, assemblies, and components as assigned by HQ AFMC. Responsibilities require that the ALCs/Contractor ICPs:

2.4.1. Provide current focal points and phone numbers for the IMCS.

PART 2

FEDERAL CATALOGING PROGRAM (FCP)

Chapter 3

BASIC PRINCIPLES, METHODS, AND TOOLS

3.1. Introduction. The FCP was established in 1952 by Public Law 436 (Title 10, US Code, Chapter 145) to provide complete, accurate, and current item of supply information to support DoD operational readiness.

3.1.1. The FCP provides a means to:

3.1.1.1. Provide a uniform system of Item Identification.

3.1.1.2. Improve the operational effectiveness of DoD components.

3.1.1.3. Provide a means for monitoring the minimum number of items essential to support military operations.

3.1.1.4. Assemble and maintain a central catalog file.

3.1.1.5. Prevent duplication of items of supply.

3.1.1.6. Support standardization.

3.1.1.7. Record I&S decisions.

3.1.1.8. Furnish supply catalog publications to logistics users.

3.1.1.9. Promote optimum interchange of FCP data.

3.1.1.10. Assist in assuring the highest practical level of systems capability, interface, and integration.

3.1.2. The FCP has expanded, from the basic function of establishing item identification, to include other logistics data, that support the disciplines of, supply management, FSC, and DoD logistics management. The Air Force is a full participant in the FCP and subscribes to its principles and concepts. This chapter provides information on the applicable FCP principles and concepts, the data system that supports the FCP, and the availability of FCP information.

3.2. Basic Principles.

3.2.1. Item Identifications (II). Under the FCP, the concept of each item of supply is described by an Item Identification (II). The II is made up of data sufficient to establish the essential characteristics of the item, which gives it its unique character, makes it what it is, and differentiates it from every other item of supply used by the federal government.

3.2.2. Principles of Item Identification. Each II is applicable to one, and only one, item of supply. Each item of supply is applicable to one, and only one, II.

3.2.3. Item of Production and Item of Supply. An item of production consists of one or more pieces or objects produced by a manufacturer, which must conform to the same engineering drawing or specification. The item of production is assigned a part number by the manufacturer and is sold by the

manufacturer. On the other hand, the item of supply is purchased by the government, cataloged by the government, assigned an NSN by the government and supplied to government users.

  3.2.3.1. An item of supply may be:

   3.2.3.1.1. A single item of production.

   3.2.3.1.2. Two or more items of production that are identical in terms of form, fit, and function.

   3.2.3.1.3. A more precise quality-controlled item than a normal item of production.

   3.2.3.1.4. A modification of a normal item of production.

3.2.4. The FCP is based upon an item of supply concept, which is government controlled as opposed to an item of production concept, which is manufacturer controlled.

3.3. Federal Supply Classification (FSC) System.

3.3.1. The FSC System is sufficiently comprehensive in scope to permit the classification of all items of personal property. In order to accomplish this, groups and classes have been established for the universe of commodities, with emphasis on the items known to be in the supply system of the federal government. This classification system, with its present structure of groups and classes, represents those groupings and relationships that are based on current, as well as anticipated future, management needs. The FSC structure of groups and classes is defined in the Cataloging Handbook H2-1, *Federal Supply Classification, Groups and Classes,* and H6, *Federal Item Name Directory*. The H6 includes Approved Item Names (AIN), colloquial names, FSCs, Condition Codes, FIIGs, and definitions.

3.4. Procedures.

3.4.1. HQ AFMC/LGIS is Office of Primary Responsibility (OPR) for processing and reviewing all Air Force initiated DD Forms 180, **Item Name Collaboration Action Requests**, and other military Service/Agency (S/A) initiated DD Forms 180 received from the DLIS-V for coordination.

3.4.2. Initiating activities will submit a letter requesting the establishment or revision of cataloging tools to the HQ AFMC/LGIS, Battle Creek MI, Program Manager. Supporting data, such as drawings, specifications, manufacturer's catalogs, etc., will be attached to the letter to assist in the revision or development of the cataloging tools. The letter will specify whether the request is required for identifying new items of supply or for the revision of existing IIs and provide justification for the proposal.

  3.4.2.1. If applicable, the DD Forms 180 will be forwarded to the appropriate Air Force activities for their review and input.

  3.4.2.2. Comments and recommendations received from the ALCs will be consolidated by the AFMC OPR and forwarded to DLIS-V.

3.4.3. The HQ AFMC/LGIS Functional OPRs will review each request for new or revised cataloging tools, forward copies of the proposed cataloging tools to DLIS, or return them to the initiating activity with full justification and what action to take in identifying the item of supply involved.

3.5. Federal Item Identification Guides (FIIG) Program.

3.5.1. Objectives: To establish guidelines for use in developing a single identification record, in a machine-readable format, for multiple logistics purposes and to provide a means for instant retrieval of the data.

3.5.2. Responsibilities:

3.5.2.1. HQ AFMC/LGIS will:

3.5.2.1.1. Develop policies/procedures for overall program implementation and control within the Air Force.

3.5.2.1.2. Provide direction concerning the FIIG program within the USAF.

3.5.2.1.3. Serve as the USAF monitor for resolution of problems relative to Item Name assign-ment, FSC assignment and the FIIG program in conjunction with other S/A headquarters elements.

3.5.3. Procedures: DoD 4100.39-M, Vol. 3 *Development and Maintenance of Item Logistics Data Tools,* and Vol. 4 *Item Identification*, prescribe specific detailed procedures for imple-menting the FIIG program. DoD and Air Force manuals and instructions are supplemented by detailed operating instructions at each ALC, HQ AFMC/LGIS, and the cataloging agent for the AF depending upon individual requirements.

3.6. Special Rules Applicable to the Compilation and Publication of the Subsistence Electronic Catalogs (Foodnet (C8900-SL), NAPA, SPVIA, LSN, and Market Ready Catalogs.

3.6.1. The Commander, Defense Personnel Support Center (DPSC) is responsible for the compilation, maintenance, and printing of this publication and bulk distribution to the military services.

3.6.2. Internal Air Force distribution procedures cited in AFI 37-161, *Distribution Management* apply.

3.6.3. Air Force Clothing and Textile Office (AFC&TO/DSCP-YACL) is responsible for Air Force additions, deletions, and changes to this publication.

Chapter 4

FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROBLEM REPORTING AND SYSTEM CHANGE REQUESTS (SCR)

4.1. Purpose. This chapter provides the procedures to report and submit FLIS Problem Reports and SCRs for all Air Force activities. Only one responsible Air Force contact point is recognized by the DLA and DLIS. All FLIS Problem Reports and SCRs must be submitted through the designated contact point.

4.2. SCR References.

4.2.1. DoD 4100.39-M, Volume 2, Chapter 6, *FLIS Problem Reporting*.

4.2.2. DoD 4100.39-M, Volume 1, Chapter 5, *FLIS Change Procedures.*

4.3. Contact Points. All Air Force submittals of DD Form 2029, **FLIS Problem Reports**, DD Form 2021, **DIDS Change Request**, and DD Form 2021-1, **Defense Integrated Data System Change Request**, must be made through a local activity focal point prior to submission to the Air Force FLIS contact point. **Note:** Referenced DD Forms 2029, 2021, and 2021-1 are electronic forms.

4.3.1. The designated Air Force FLIS contact point:

HQ AFMC/LGIS

74 N. Washington Avenue Suite 8

Battle Creek MI 49017-3094

Signature Authority: HQ AFMC/LGIS

4.3.2. Each of the following activities must appoint a local FLIS focal point:

4.3.2.1. Air Force Clothing and Textile Office (AFC&TO, DSCP/YACL).

4.3.2.2. Cryptologic Support Group (CPSG/LGLC).

4.3.2.3. Air Force Engineering and Services Center (AFESC/DEH).

4.3.2.4. Air Force Medical Logistics Office (AFMLO/FOC-T).

4.3.2.5. Air Force Pentagon (USAF/ILGP).

4.3.2.6. Brooks AFB (AL/OEMB).

4.3.2.7. Maxwell AFB, Gunter Annex (SSG/LGS).

4.3.2.8. Each Air Logistics Center (ALC):

4.3.2.8.1. Ogden OO-ALC.

4.3.2.8.2. Oklahoma City OC-ALC.

4.3.2.8.3. Warner Robins WR-ALC.

4.3.2.9. All other activities will submit through the office responsible for cataloging and standardization functions.

4.3.3. HQ AFMC or other commands may have a need to submit problem reports or SCRs. These activities may submit their requirements directly to HQ AFMC/LGIS.

4.4. Submittal of FLIS Problem Reports.

4.4.1. Upon identification of a problem or a potential for one, and prior to submission to the Air Force FLIS contact point, the reporting activity will perform adequate, but thorough, research and analysis to try to solve the problem at the local level.

4.4.2. If, after all areas of research have been exhausted and the problem still exists, the Air Force activity will report the problem to HQ AFMC/LGIS. The HQ AFMC/LGIS focal point will document the problem on DD Form 2029, assign a problem report number, and send the report to DLIS as outlined in the current the *FLIS Procedures Manual*, DoD 4100.39-M, Vol. 4.

4.4.3. The following data is required for the FLIS Problem Report:

4.4.3.1. Activity Code (Refer to DoD 4100.39-M, Volume 10*, Multiple Application References/ Instructions/Tables and Grids, Table 104, Part 4*).

4.4.3.2. Problem Priority Classification:

4.4.3.2.1. Major – large-scale problem which seriously affects mission accomplishment.

4.4.3.2.2. Critical - transaction oriented problems on priority items.

4.4.3.2.3. Routine.

4.4.3.3. Transaction Document Control Numbers, as applicable.

4.4.3.4. NSNs, NIINs, permanent system control numbers (PSCN), or system control numbers (SCN), as applicable.

4.4.3.5. Input or output DICs, as applicable.

4.4.3.6. Date transactions transmitted to (from) the cataloging agent for the AF.

4.4.3.7. Automatic Digital Network (AUTODIN) transmission message numbers and routing identifier.

4.4.3.8. Problem Description. Describe, in detail, all information relating to the problem. Supplement with any internal research data or recommendations. Include examples of input and output transactions when available.

4.4.4. HQ AFMC/LGIS will provide the initiator with periodic status reports and notification of problem resolution.

4.5. SCR Procedures.

4.5.1. Air Force Initiated SCRs:

4.5.1.1. Proposed changes to FLIS must be submitted through the applicable local activity focal point to HQ AFMC/LGIS by letter, message, or telephone and should include:

4.5.1.1.1. Brief description of the requirements or problem;

4.5.1.1.2. Impact and urgency;

4.5.1.1.3. Recommended change;

4.5.1.1.4. General and specific objectives the change should meet;

4.5.1.1.5. Scope of interest to other customers;

4.5.1.1.6. Anticipate benefits-both tangible (dollar savings) and intangible (improved support);

4.5.1.1.7. Focal point, initiator, or person having technical background to answer questions on the particular problem and recommended solution; and

4.5.1.1.8. Initiators must follow-up a telephone request with written documentation.

4.5.1.2. Local activity focal point will:

4.5.1.2.1. Screen SCRs proposed by their activity.

4.5.1.2.2. Forward valid proposals to HQ AFMC/LGIS.

4.5.1.3. HQ AFMC/LGIS will:

4.5.1.3.1. Assign an Air Force control number.

4.5.1.3.2. Coordinate with other Air Force activities affected by the proposal.

4.5.1.3.3. Develop an Air Force position and approve or disapprove further SCR processing.

4.5.1.3.4. Return disapproved SCRs to initiator with justification.

4.5.1.3.5. Forward approved SCRs to other S/A for coordination.

4.5.1.3.6. Forward approved SCRs to DLIS-B for further processing.

4.5.1.4. HQ AFMC/LGIA will:

4.5.1.4.1. Provide policy guidance when the SCR affects current policy or establishes new policy.

4.5.2. Other S/A initiated SCRs:

4.5.2.1. HQ AFMC/LGIS will:

4.5.2.1.1. Receive SCRs for review from DLIS-B and other S/As.

4.5.2.1.2. Request comments, cost, and benefit data from the local activity focal points, other Air Force activities which may be interested, and Air Force Data Systems OPRs whose systems may be affected by the change.

4.5.2.1.3. Develop an Air Force position, resolving any conflicts.

4.5.2.1.4. Forward DD Form 2021 and DD Form 2021-1 to DLIS stating the Air Force position.

4.5.2.1.5. Notify focal points and data system OPRs of scheduled implementation dates when SCR is approved for implementation (see Table 4.1).

4.5.2.2. Local activity focal point and data systems OPR will review the SCR and provide comments and cost benefit data to the FLIS monitor by the requested suspense date. Suspense dates will vary. Allow a minimum of 30 days for routine processing. Emergency and expedite processing will be email when possible.

4.5.2.2.1. If a response is not received by the suspense date, the FLIS contact point will assume no interest and no further notification will be sent to that activity.

4.5.2.3. HQ AFMC/LGIA will:

4.5.2.3.1. Provide policy guidance when the SCR affects current policy or establishes new policy.

Table 4.1. System Change Request Processing Timeframes.

SCR Priority	Minimum Number of Days to Implementation
Emergency	No minimum, 30 day maximum
Expedite	198
Routine	475-575* (see Note below)

*Note: SCRs affecting only one Service /Agency can often be implemented within a year. Controversial SCRs may take several years to implement.

PART 3

PREPARATION AND PROCESSING OF ITEM IDENTIFICATIONS (IIS) AND RELATED DATA

Chapter 5

PREPARATION OF FEDERAL CATALOGING SUBMITTALS

5.1. General. Cataloging actions are processed by the Federal Logistics Information System (FLIS) as a result of mechanized inputs prepared by the Air Force's cataloging agent, Contractor ICP's, or AFMC data systems. The DoD 4100.39-M, *FLIS Procedures Manual,* contains specific formats for each input transaction. FCP transactions fall into two categories:

5.1.1. Requests to FLIS for NSN assignment on new items of supply entering the inventory.

5.1.2. Revisions to update data elements and item identifications within FLIS for existing NSNs.

5.2. Guidelines for Preparing and Submitting Item Identifications (II) and Re visions.

5.2.1. The procedures outlined in DoD 4100.39-M are used for preparing all new item entries, revisions, and Item Identification Improvements (III), a revision to upgrade management data and characteristics information.

5.2.2. All weapon system and technology group related items will be identified with a Materiel Management Aggregation Code or "MMAC", a two-position alphabetic code (AA to ZZ) authorized to identify specific systems, programs, aggregations of equipment, or an activity providing engineering support authority (ESA). See DoD 4100.39-M, Volume 10, *Multiple Application/ References and Instructions, Table 66* for more information.

5.2.3. Forward requests for suggested changes to DoD 4100.39-M, special processing of data, and other actions not covered by existing procedures to HQ AFMC/LGIS. Forward requests for revisions to, or establishment of, a new Federal Item Identification Guide (FIIG), a change in FSC, reference drawing groups, and item names to HQ AFMC/LGIS. (See also Chapter 3 of this manual.)

5.3. Forms. The following forms apply to various cataloging actions by Air Force activities:

5.3.1. AF Forms 86, **Requests for Cataloging Data/Action**. A hardcopy form is used, for a small number of AF cataloging requests, when the requested cataloging actions cannot yet adequately be identified by submission of a request using the D143C System. Special projects may be initiated for mass changes by contacting HQ AFMC/LGIS or the Priority Stocklist Change monitor. Chapter 13 of this manual outlines Priority Stocklist Change procedures.

5.3.2. DD Form 1685, **Data Exchange and or Proposed Revision of Catalog Data**. This hardcopy form provides a mechanism for requesting cataloging actions between all Services and Agencies. A Service/Agency's cataloging agent may use this form to initiate an NSN item identification or CMD data review of an item managed by another Service/Agency. This form is not used by, or to collaborate between the ALCs, Contractor ICPs, or any forward Operating Location (OL) within the AF which is detached from the submitter geographically.

5.4. Preparation of Cataloging Actions for Transmittal to the FLIS.

5.4.1. Federal cataloging submittals are prepared by the responsible cataloging activities, as applicable, based on DoD 4100.39-M requirements. D143C is programmed to format submittals in the manner prescribed by the FLIS manual.

5.4.2. Transactions may be input to FLIS by the AF's Cataloging Agent through the D143Con –line process.

5.5. Obtaining Commercial and Government Entity (CAGE) Codes. Parts 204, 212, and 252 of the *Defense Federal Acquisition Regulation Supplement (DFARS)* have been amended to require contractor registration in the DoD Central Contractor Registration (CCR) database prior to award of any contract, basic agreement, blanket ordering agreement or blanket purchasing agreement. Just having a CAGE Code alone no longer suffices to qualify a contractor to do business with DoD.

5.6. Request for Special Processing of Federal Cataloging Submittals.

5.6.1. In the event a significant volume of similar cataloging actions are required, the nature of which warrants control, group identification, or both, a request submitted to the attention of HQ AFMC/ LGIS, special projects monitor, will ensure efficient, timely processing of those cataloging actions through the D143C data system.

Chapter 6

NONDEFINITIVE (ND) NUMBER AND KITS "K" PROCESSING

6.1. Purpose of Chapter. This chapter provides guidance and direction for the assignment of ND numbers and kits. It defines what ND numbers and kits are and when they are to be used. It defines when ND numbers must be deleted or a stocklist action initiated for NSN assignment. The IMCS i.e., D143C, is the only official, sanctioned source of entry and storage for Air Force ND numbers. This chapter assigns responsibilities to the ALCs, Contractor ICPs, HQ AFMC, and D143C.

6.2. Definition and Use of NDs.

6.2.1. Non-cataloged control numbers (NDs) are assigned by D143C the result of an ALC's or Contractor ICP's IM/ES's action to:

6.2.1.1. Identify items not considered to be logical spares, on a one-time basis for shipment of assets to support a part number requisition (PNR), manufacture, cannibalization, or to show custody in support of an operational requirement.

6.2.1.2. Establish controls within Air Force systems, on a temporary basis, for one-time buys of consumable, non-logical spares.

6.2.1.3. Support special projects authorized by the HQ AFMC/LGIA ND policy office.

6.2.1.4. Support nonstandard one-time buy items in support of an FMS requirement.

6.2.2. ND numbers are "temporary" control numbers; i.e., not to exceed one year, used for accountability. They do not replace NSNs.

6.2.3. ND numbers cannot be assigned to existing stocklisted items managed by other S/As (e.g., DLA) though the Air Force is not a recorded user.

6.2.4. ND numbers cannot be "temporarily" stocked, stored, and issued at the wholesale level, except for local manufactured items to support depot maintenance or parts cannibalized from a condemned or over-assembled next higher assembly (NHA). Retail level can "temporarily" stock, store, and issue ND numbered items as bench stock to support depot maintenance.

6.2.4.1. To stock, store, and issue any other ND-identified item, at any level, is forbidden.

6.2.4.2. If a requirement changes and an ND-numbered item needs to be stocked, stored, or issued from supply on a regular basis, the ND status will be deleted and proper action taken to assign an NSN to the item.

6.2.5. ND numbers having follow-on support conditions will be assigned NSNs, including FMS nonstandard ND items.

6.2.6. Expendability, Recoverability, Reparability, Category (ERRC) Code "N" is the only authorized ERRC Code allowed on ND numbers, regardless of its true expendability-recoverability-reparability--to emphasize the transient nature of an ND number. If an ND transitions to an NSN, the correct ERRC will then be applied. EXCEPTION: Special projects authorized by the HQ AFMC/LGIA ND policy office.

6.2.7. Budget Code "9" is not an authorized data value for an ND number. All other Budget Codes are available for assignment.

6.2.8. ND numbers cannot be assigned to support equipment (SE). SE must be identified by NSNs. EXCEPTION: An Air Staff or HQ AFMC downward directed program to procure unique SE.

6.2.9. Retail excess ND-number-identified material will be disposed of at the local level unless the Air Force ND Item Manager (NDIM) authorizes shipment to a depot or another location with a requirement meeting one of the conditions of paragraph 6.2.1.1.

6.3. HQ AFMC ND Policy. HQ AFMC/LGIA will:

6.3.1. Establish and maintain ND number policy.

6.3.2. Be the ND Waiver Authority (NDWA) and will authorize assignment of ND numbers to all special projects.

6.3.3. Exercise Waiver Authority; i.e., respond to a request for a single, longer period--more than two 180 day periods--before ND termination or transition to NSN.

6.3.4. Receive each Waiver Request consisting of a written request stating the need /requirement for a wavier to be assigned to an ND number or related group of ND numbers in support of a special project. The request may be by letter, fax, or email to the NDWA. The Wavier Request will contain:

6.3.4.1. All nouns (approved and unapproved item names), CAGE codes, and part numbers associated with the ND numbers.

6.3.4.2. A sound justification for the Wavier Request.

6.3.4.3. The date for completion of special project and/or expected expiration date of wavier.

6.4. Air Logistics Centers (ALCs) and Contractor Inventory Control Points (ICP's) will:

6.4.1. Use D143C to establish and control all ND Numbers for items meeting above conditions.

6.4.2. Establish ND focal points (NDFP) to approve and fully justify assignment of all ND numbers (resident in the D143C footprint with Release authority) as well as be the ALC or Contractor ICP contact for waivers.

6.4.3. Implement internal control procedures to assure only qualified ND items are assigned and retained.

6.4.4. Assign the ALC or ICP NDIM initiating the ND in D143C to the ND item.

6.4.4.1. The NDIM will review all ND numbers presented by D143C on the NDIM's workbench, at 165 days for the 180 day review, for stocklist action (assignment of NSN), extension for a final 180 day period, request for waiver, or deletion. At the time of the first 180 and second 180 day review D143C will check D035A for open procurement which is a backorder, asset or requisition. If D035A reflects an open procurement during the first 180 review D143C will direct the users to maintain or wavier the ND item. If during the second 180 day review D035A reflects an open procurement D143C will direct user to proceed with a NC request or a ND waiver.

6.4.4.2. If a second 180 day period is requested, the NDIM will review the item for stocklist action once notified by D143C before the end of the second and final 180 days to acknowledge cancellation of the ND or request stocklist action.

6.4.4.3. Request of the ND Waiver Authority an extension (more than one year) of the termination date at ND initiation or when the requirement's life is determined to be more than one year but not for an indeterminate time. This may be by letter, fax, email through the NDFP.

6.4.5. Authorize shipment of retail excess ND number-identified material to a depot or another location with a requirement meeting one of the conditions of paragraph 6.2.1.1. in lieu of disposal at local level.

6.4.6. Request NSN assignment using D143C to all ND numbers having follow-on support conditions including FMS nonstandard ND items or when the requirement for the item is such that it will remain though the failure/demand rate is infrequent.

6.4.6.1. Review catalog management data for correct ERRC while providing NC screen mandatory data.

6.4.6.2. Apply corresponding Item Management Coding (IMC). ERRCs N and P in this situation may carry IMC L as well as Z.

Note: The NDIM may request NSN assignment any time in the ND process.

6.5. D143C Process and Control of NDs. D143C has become the "gatekeeper" for ND number assignment and use.

6.5.1. D143C will generate the ND number and its record after verifying the CAGE code and part number is not already stocklisted or assigned an existing ND- or NC-number.

6.5.1.1. If the CAGE code and part number is not identified to another ND, NC, or NSN, continue with the ND process.

6.5.1.2. If the CAGE code and part number is identified to an ND, the D143C will move/forward the NDIM to the NC screen to request NSN assignment (based on two different needs being made known).

6.5.1.3. If the CAGE code and part number is identified to an existing NSN, do not assign ND.

6.5.2. D143C will track the ND number and place it on the NDIM's workbench before the first 180 days expire for review and decision (see 6.4.4.1.).

6.5.2.1. D143C will respond to the NDIM's decision by either:

6.5.2.1.1. Canceling the ND number, notifying the ND focal point and D043,

6.5.2.1.2. Directing the NDIM to the NC processing screens, or

6.5.2.1.3. Forwarding the request to extend the ND for a second and final 180 day period to NDFP

6.5.2.2. If NDIM does not respond as a result of the review, D143C will automatically cancel the ND Number notifying D043 and the NDIM.

6.5.3. If NDIM requests a second 180 day period, D143C will track the ND number and place it on the NDIM's workbench before the second and final 180 day period for the decision to convert to an NSN or cancel the ND. D143C will automatically cancel the ND if no response is received as a result of this second review. The ND number justification codes are as follows:

- A – for shipment of assets to support a MICAP/priority part number requisition (PRN).
- B- to support depot manufacture of nonpermanent support equipment (jigs, etc.).
- C- to support depot manufacture/maintenance with special, one-time use materiel consumed in the m/m process.
- D- for shipment of assets to support a part number requirement (PRN) through cannibalization.
- E – to show custody in support of an operational requirement and FMS (temporary, not to exceed one year).
- F – waiver request to show requirements of above situations that require longer time frames or special exceptions.

6.6. The ND Waiver Process.

6.6.1. The NDIM may request a one-time waiver of the one-year time limit of an ND number (see 6.4.4.3). The NDIM sends the request by most expeditious means to the ALC ND focal point or ICP ND focal point who will review it and forward it to the HQ AFMC ND Waiver Authority (NDWA).

6.6.2. NDWA within thirty days will approve or disapprove the request on-line and coordinate back to the NDFP.

6.6.2.1. If approved the data fields will be filled in with the Wavier Number (alpha- numeric format: NDWyymm0000) and Expiration Date (alphanumeric format: dd/mmm/yyyy). The NDWA will coordinate the decision back to the NDFP.

6.6.2.2. If disapproved the NDWA comments will be in the remarks area and will be coordinated back to the NDFP, who will coordinate the decision back to the NDIM to change the justification code to be other than F.

Note: At any time in the process, the NDIM may request a one-time waiver of the one-year lifecycle of an ND Number. The requirement for an item is such that it will be needed longer than the one year, but not if stock, store, and issue policies would require NSN assignment.

6.7. Assignment of Kit or "K" Numbers.

6.7.1. Purpose. This chapter provides guidance and direction for the assignment of kits or "K" control numbers. It defines what "K" numbers are and when they are to be used. This chapter assigns responsibilities to the ALCs, Contractor ICPs, HQ AFMC, and D143C.

6.8. Definition and Use of "K" Control Numbers.

6.8.1. "K" or kit control numbers are assigned by the D143C System as the result of an ALC's and/or Contractor ICP IM/ES action to:

6.8.2. Identify items that are considered to be kits used to perform a one-time modification.

6.8.3. Establish controls within the AF systems, on a temporary basis, for kits that do not initially qualify for an NSN, but do require proper control and visibility during their lifecycle.

6.8.4. Expendability, Recoverability, Reparability, Category (ERRC) Code "T" is the only authorized ERRC Code allowed on "K" control numbers, regardless of its true expendability-recoverability-reparability--to emphasize the transient nature of an "K" control number.

6.8.5. "K" control numbers are assigned to comply with Technical Orders (T.O.'s) and are given to a group of NSNs that are within the kit.

6.8.5.1. NSNs within that kit are required items to complete the T.O. requirements.

6.8.5.2. "K" control numbers are strictly AF managed.

6.8.5.3. Creation and maintenance of the "K" control number is done through the D143C System.

6.8.5.4. "K" numbers are stored in the D043 Family of Systems (FOS) and passed downstream to other AF systems.

6.8.5.5."K" numbers are not recorded into FLIS.

6.8.6. Kit control numbers have the following structure:

Figure 6.1. Kit or "K" Control Number Format.

2840 K0109275APK		2840	K	01	09275	A	PK
FSC							
Kit Designator							
T.O. Series Identification							
TCTO Data Code Number							
Kit Letter Designator							
Material Management Aggregation Code							
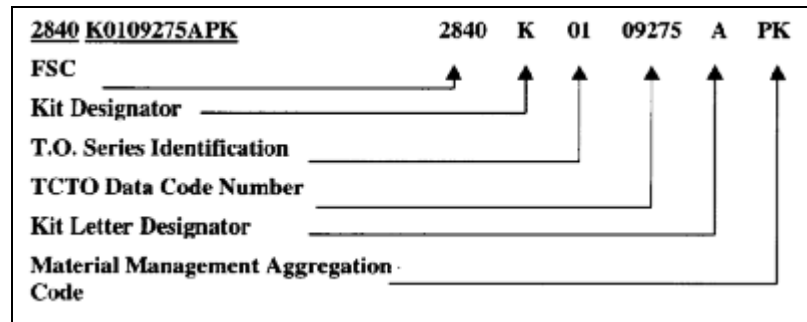
6.9. Responsibilities Concerning Kit or "K" Numbers.

6.9.1. HQ AFMC/LGIA will:

6.9.1.1. Establish and maintain K (kit) number policy.

6.9.2. Air Logistics Centers (ALCs) will:

6.9.2.1. Establish a Kit Monitor to control these packages.

6.9.2.1.1. Once installation of the modification is complete, the Kit Monitor will ensure the "K" number is deleted from D043.

6.9.2.1.2. The Kit Monitor will implement a control procedure to assure only qualified "K" numbers are assigned and retained.

6.9.3. The D143C System will allow:

6.9.3.1. Entry of "K" numbers with proper structure.

6.9.3.2. Cataloging management data (CMD) changes through the revision screens.

6.9.3.3. Logistics tranfers of kits from one ALC to another ALC. The process is similar to transferring an NSN via the revision process.

6.9.3.4. Additions to the "K" number.

Chapter 7

BASE INITIATED REQUEST FOR CATALOGING DATA/ACTION

7.1. Purpose. This chapter provides AFMC personnel with instructions for processing the Base initiated Requests for Cataloging Data/Action (commonly referred to as Base 86 requests). Key players in the Base 86 process are the cataloging agent for the AF the ALCs, the provisioning support office (PSO/CATM), equipment specialists (ESs), item managers,(IMs); special cataloging activities; and individual Product Directorate monitors. Base activities preparing Requests for Cataloging Data/Action will follow the instructions provided in AFMAN 23-110*, USAF Supply Manual, Standard Base Supply Customers Procedures,* Volume 1, Part 1, Chapter 7 and Volume 2, Part 2, Chapter 27.   **Note:** For ALCs not performing the full range of PSO/CATM responsi-bilities, these duties must be delegated and performed elsewhere within the ALC organization.

7.2. Definition and Use. Base initiated Requests for Cataloging Data/Action are those requests prepared and initiated by any Air Force base or depot supply organization. They are initiated for the purpose of requesting cataloging action to an existing NSN or to request an NSN be assigned to an item of supply for which the base activity has an ongoing demand. Table 7.1 reflects the established Reason Codes and their definitions for Base 86 submittals. The Request for Cataloging Data/Action is for internal Air Force use only and is not forwarded to any other S/A.

   7.2.1. Base supply has several methods available for submitting Base 86 requests to the cataloging agent for the AF. They are as follows in order of preference:

      7.2.1.1. D143C, FLIS Receipt, Edit, and Routing System (FERS). An activity must have access to the D043A, Master Item Identification Database, in order to utilize this method. Requests submitted directly to D143C, by the base activity, will reflect the initiator's name and phone number on the initiator line in the Coordination (COOR) Section of the request. Since the initiators of these requests are able to monitor their progress on-line, reviewers may use a combination of Remarks (RMKS) and two-digit Message (MSSG) and/or Completion Codes to convey information to initiators.

      7.2.1.2. Standard Base Supply System (SBSS)/Mechanical. An activity which doesn't have D043A/D143C access may use the SBSS/mechanical method. Requests submitted using this method will be sent to D143C via AUTODIN. The initiator line for these requests will reflect "BATCH INITIATED." Reviewers of these requests should take care to provide understandable clear text replies using the two-digit MSSG and/or Completion Codes (Attachment 2, Standard Reply/Status Codes For Base Initiated Requests For Cataloging Data/Action) rather than RMKS. RMKS can only be viewed on-line, and therefore cannot be viewed by these initiators. However, the two-digit MSSG and/or Completion Codes will be sent, via AUTODIN, to the originating activity in the form of a BBS reply.

      7.2.1.3. Hardcopy AF Form 86, **Request for Cataloging Data/Action**. An activity which doesn't have D043A/D143C access may use the AF Form 86 (long form) to submit a Request for Cataloging Data/Action. This form is mailed to the responsible cataloging activity by the initiator. When received at the AF cataloging agent the information from the AF Form 86 will be loaded manually into the D143C System. The initiator line for these requests will reflect activity code "TU" and the name and telephone number of the person who entered the information into D143C. As with SBSS/mechanized requests, reviewers should take care to provide understandable clear text

replies using the two-digit MSSG and/or Completion Codes rather than RMKS, since RMKS can only be viewed on-line. The two-digit MSSG and/or Completion Codes will be sent, via DSN, in the form of a BBS reply, to the originating activity.

7.2.2. Base-initiated Requests for Cataloging Data/Action are *requests* only. Final authority for approval rests with the responsible ALC, the cataloging agent for AF or other Air Force cataloging activity, depending upon the type of action requested. Requests forwarded for ALC review may be approved or disapproved by ALC personnel. The cataloging agent for the AF will submit a DD Form 1685 to the PICA, when Air Force does not have responsibility for the data elements in question.

Table 7.1. Reason Codes And Definitions.

Reason Code	Action	Definition
1	Request for NSN Assignment	Used when there is a requirement for an item for which no NSN is assigned.
2	Adoption of non-Air Force used NSN	Used when there is a requirement for an item that has been assigned an NSN, but the Air Force is not recorded as a user.
3	Disposal or Condemnation	Used for a request to change an item to disposal or condemned status.
4	FSC, Item Name, Type II, Part Number Change	Used when the base requests review and change to FSC, Item Name, II, or reference numb er, as appropriate.
5	NSN CMD Review (except ERRC)	Used when base personnel feel some management data element(s) is in error or requires change.
6	Reinstate a Canceled or Disposal NSN	Used when there is a requirement for an item that is canceled or in disposal status.
7	Reserved	Eliminated as duplicate of a Reason Code 4 request.
8	Adoption of a non-Air Force used NSN which has been substituted for a valid Air Force used NSN	This Reason Code will be used to request Air Force be added as a user when a requisitioned item has been substituted with a non-Air Force used NSN.
9	ERRC Review NOTE*:* This reason code is not used to question whether or not an item should be managed as equipment	Used to request ERRC review on items not published in a TO, when the ERRC in FLIS is incompatible with the fourth position of the SMR Code, or used to question reparability.

7.3. Determination of Responsible ALC. The cataloging agent for AF will forward base-initiated Requests for Cataloging Data/Action to the applicable ALC for processing based upon the following order of decision.

7.3.1. For Reason Codes 1, 2, and 6:

7.3.1.1. ALC with Technical Order (TO) management responsibility.

7.3.1.2. EA/SM at an ALC.

7.3.1.3. FSC ALC. (Only those items which stand alone are forwarded to the FSC ALC.)

7.3.2. For Reason Codes 3, 4, 5, and 9: ALC with management responsibility based on the Air Force Source of Supply (SoS) or MOE Rule.

7.3.3. For Reason Code 8: ALC with management responsibility based on the Air Force SoS or MOE Rule of the valid Air Force used NSN.

7.4. Control of Request for Cataloging Data/Action:

7.4.1. All activities involved in Base 86 processing are responsible for ensuring the timely control of notification to initiator, follow-up requests, and return of the completed action, according to the 60 day timeframe allowed.

7.4.2. The ALCs, the cataloging agent for AF and those special cataloging activities using the D143C system, will manage Base 86 workload at their organization by using the various options available in the D143C System.

7.4.2.1. The D143C Report Option. Used to identify all requests which have had no action within the specified timeframe (15, 30, etc., days). In this option, focal points and supervisors can view all Position Codes or just those specified. Additionally, one can view all Identification (ID) Codes or up to five specific ID Codes within a specified Position Code.

7.4.2.2. The D143C Pending/History Files. These files contain records of all requests as well as all actions taken against those requests. Open requests may be found by searching the D143C Pending file. History files contain all requests closed within the last two years. Standardized reply codes, used during Base 86 processing, will be reflected in the applicable Pending/History files with the name and phone number of person who applied each code. For a complete list of standardized reply codes, see Attachment 2.

7.4.2.3. D143C Workbench. The cataloging agent for AF, the ALCs, and special cataloging activities with D143C workbench capability are responsible for monitoring the Base 86 workload by accessing/reviewing workbenches located at their activity. All workbenches can be viewed by those authorized to do so (focal points, program managers, supervisors, etc.) in the D143C System.

7.5. Product Directorate Responsibilities. The EA/SM or FSC Product Directorate will ensure the following actions are accomplished:

7.5.1. Receive and assign responsibilities for Base 86 review and subsequent processing, as required, to the IMs and ESs. Complete review of all display screens and RMKS in D143C is necessary in order to assign to the appropriate IM/ES. These screens may contain additional information added by or obtained from the base initiator. Examples of information included on additional screens are: end item (E/I), NHA, justification/reason for requested action, additional base level POC, item descriptions, and possible substitutable items.

7.5.2. Determine if an item qualifies as a logical spare. Ensure each logical spare is Source Coded, IMC, and MMAC, as required.

7.5.3. If the item does not have an NSN, and will be managed by the reviewing ALC, ensure a non-cataloged (NC) request is initiated according to Chapter 8 of this manual. **Note:** If the item is retained for Air Force management, but will be managed by another ALC, annotate Source,

Maintenance, Recoverability (SMR) Code and recommendations and forward the Base 86 request to the PSO/CATM at the applicable ALC. The managing ALC will review the request and generate the NC request, reactivation, etc. (see paragraph 7.7.3.4).

7.5.4. If the item is or will be managed by another S/A, initiate a SSR/Nonconsumable Item Materiel Support Request (NIMSR), as required, to obtain support for the Air Force.

7.5.5. If research indicates the item will be Air Force managed, forward the Request for Cataloging Data/Action to the appropriate EA/SM or IM/ES.

7.5.6. Ensure related AF Form 1000, **United States Air Force Suggestion**, and Base 86 requests are processed simultaneously.

7.6. ES/IM Responsibilities. Review the Base 86 request and approve/disapprove the requested action. This review consists of one or more of the following steps:

7.6.1. For Reason Codes 1, 2, 6 and 8: Determine if the item will be managed by DLA/GSA, or by the reviewing ALC or another ALC.

7.6.2. On a Reason Code 1 request, if necessary, recommend FSC review by the cataloging agent for the AF. **Note***:* For Reason Codes 2 through 9, FSC recommendations should be a separate decision from the Base 86 request decision. This is because the item is already stocklisted in the current FSC and the decision to change (or not change) the FSC is often dependent upon the decision made on the Base 86 request. An example of this would be a request to add Air Force as a user to an existing NSN. If Air Force chooses not to become a user of this item, FSC assignment is no longer a concern.

7.6.3. Determine and furnish data, as necessary, for recommended action to be taken. This data can consist of information such as: Acquisition Advice Code, Unit Price; Budget Code; Quantity Unit Pack (QUP); ERRC Code; supply status; Fund Code; and/or IMC, to make an item sufficient for cataloging action. **Note:**   The cataloging agent for the AF is authorized to approve and change ERRC Code "N" to ERRC Code "U" (or vice-versa) on non-weapon related items, according to Chapter 9, paragraph 9.6 of this manual.

7.6.4. If a request for adoption/reactivation of an existing NSN is approved, process as follows:

7.6.4.1. If there is an existing Air Force MOE Rule, indicating Air Force is the PICA, without Air Force CMD, submit an "XR" MSSG Code and initiate the appropriate revision request via D143C to add CMD. **Note:** CMD consists of the segment H data in the FLIS TIR.

7.6.4.2. If there is another S/A recorded as the Integrated Materiel Manager (IMM) and there is an Air Force Secondary Inventory Control Activity (SICA) MOE Rule recorded, but no Air Force CMD, submit an "XR" MSSG Code and initiate the appropriate revision request via D143C to add Air Force CMD.

7.6.4.3. If there is no MOE Rule or active CMD, perform one of the following:

7.6.4.3.1. If the item is to be Air Force managed, submit an "XR" MSSG Code and initiate the appropriate revision via D143C.

7.6.4.3.2. If the item is nonconsumable, to be managed by another Service, submit an "XJ" MSSG Code and prepare a JLC Form 17, **Nonconsumable Item Materiel Support Request**, and suspend the Air Force peculiar data in D143C.

7.6.4.3.3. If the item is consumable and will be managed by another S/A, prepare AFMC **Form 918, Non-Provisioning Item Supply Support Request (SSR) Data**, if the request is Condition Coded "1" or "2", to initiate an SSR according to AFMCR 67-10, *SSR Procedures*.

7.6.4.3.4. The initiator of AFMC Form 918 may annotate the D143C control number for reference and tracking by PSO/CATM. NOTE: The AFMC Form 918 is a hardcopy form and the D143C annotation is in an automated system; generally they are not received by the PSO/CATM at the same time.

7.6.5. If a request for NSN assignment is approved (i.e., the item is a logical spare), and there is no known NSN, process as follows:

7.6.5.1. If the item is to be Air Force managed, submit an "XN" MSSG Code and submit an NC request via D143C (see Chapter 8 of this manual) to initiate NSN assignment. After coordination in D143C, forward request and supporting technical data to the PSO/CATM (see note, paragraph 7.1). Upon receipt of Notification of Approval (KNA) and NSN, D143C will automatically notify the base of the NSN assigned and close the Base 86 request.

7.6.5.2. If the item is coded IMC "Z," for DLA or GSA management, prepare an AFMC Form 918 to initiate an SSR. Suspend the Air Force peculiar data in D143C (ERRC will be "U" or "P" per Chapter 9, paragraph 9.2 of this manual), and forward AFMC Form 918 and the Base 86 to the SSR focal point.

7.6.6. If a request for NSN assignment indicates the classification is questionable, annotate the recommended FSC, MMAC, and justification, as applicable, in RMKS and forward to the PSO/CATM for return to the cataloging agent for the AF

7.6.7. If a request for NSN assignment is disapproved (item determined not to be a logical spare), submit the appropriate two-digit Completion Code (Attachment 2), using the Close (CLOS) option, and add a clear text response with reason for disapproval.

7.6.8. If a request for revision to data on an existing NSN is approved (e.g., Change Acquisition Advice Code {AAC} to "D," correct price, etc.), submit an "XR" MSSG Code and submit the appropriate revision via D143C.

7.6.9. When processing actions cannot be accomplished within the allotted time, submit a "PP" MSSG Code to provide the base with a new estimated completion date (ECD). NOTE*:* This does not remove the delinquency status of a Base 86 request. It does, however, inform the base customer of a delay in processing.

7.6.10. If a request for NSN assignment is approved, and the interrogation results indicate an existing NSN, follow processing instructions in paragraph 7.6.4.

7.6.11. Receive responses to NIMSRs and SSRs from the PSO/CATM or designated OPR, as applicable.

7.6.12. If cataloging action is not warranted, use procedures outlined in Chapter 24 regarding the appropriate response to the initiating activity, using a two-digit Completion Code in D143C.

7.6.13. Once a request has been closed, the cataloging agent for the AF or the ALC focal point, may restore it to the Pending file in D143C and request further ALC review.

7.6.14. If D143C reflects a remark indicating that the Request for Cataloging Data/Action was submitted as a result of an AF Form 1000, both documents should be processed together. The cataloging agent for the AF will forward the suggestion to the Suggestion Office of the same ALC that receives the Base 86 for review. An AF Form 1000-1, **Suggestion Evaluation and Transmittal**, will be prepared to clear the suggestion, in addition to following established Request for Cataloging Data/Action procedures.

7.7. Provisioning Support Office (PSO)/CATM (Residual Cataloger) Responsi bilities. The ALC PSO/CATM serves as the focal point for Base 86 requests coming from activities both within and external to the ALC, and for returning requests to the cataloging agent for the AF. For PSOs/CATMs not performing the full range of PSO/CATM responsibilities, see note in paragraph 7.1. The PSO/CATM is responsible for the following actions:

7.7.1. Routing Base 86 requests received from the cataloging agent for the AF, to the responsible Product Directorate. Requests, indicating that technical data is being forwarded, should be held on PSO/CATM workbench until data is received. Requests, with RMKS referencing a Suggestion Control Number, should be forwarded to the same Product Directorate which receives the suggestion.

7.7.2. Converting Base 86 Requests to SSRs using the "XS" MSSG Code and the D169 System, Supply Support Request Advice System.

7.7.3. Receive the Request for Cataloging Data/Action from the Product Directorate for further processing, as required.

7.7.3.1. If the requested action is approved, process as follows:

7.7.3.1.1. If the responsible cataloging activity can take the action, route the resulting new item or revision Request for Cataloging Data/Action to the appropriate activity.

7.7.3.1.2. If another S/A is responsible for the action (e.g., SSR, NIMSR) process as follows:

7.7.3.1.2.1. If an SSR is required, input the SSR into the D169 System and submit an "XS" MSSG Code. Follow-up, as required, and hold request on workbench until a response is received from the managing activity. Upon receipt of the managing activity's response, take the following actions, as applicable:

7.7.3.1.2.1.1. If a Positive Action Taken Code is received, submit a two-digit Completion Code of "M_" using the CLOS option, explaining what action was taken in clear text. Notify the initiating IM/ES of the results, as appropriate. **Note:** Action Taken Codes (ATC) should not be included as part of the response to the initiator. If clear/precise response cannot be made, submit further explanation to initiator under separate cover.

7.7.3.1.2.1.2. If a Positive Action Taken Code is not received, submit a two-digit Completion Code of "C_" (lack of sufficient data) or "L_" (non-concurrence), using the CLOS option, and provide the reason for reject provided by the managing activity. Notify the IM/ES of the results, as appropriate.

7.7.3.1.2.2. If a NIMSR is required, submit, to the managing activity, according to Product Directorate procedures, an "XJ" MSSG Code to suspend Air Force CMD (if not already done by ES). Follow-up, as required, and hold request on workbench until a

response is received from the managing activity. Upon receipt of the managing activity's response:

7.7.3.1.2.2.1. If a positive response is received, submit a two-digit Completion Code of "M_," using the CLOS option, explaining what action was taken in clear text. Notify the initiating IM/ES of the results, as appropriate.

7.7.3.1.2.2.2. If a positive response is not received, submit a two-digit Completion Code of "C_" (lack of sufficient data) or "L_" (non-concurrence), using the CLOS option, and provide the reason for reject provided by the managing activity. Notify the IM/ES of the results, as appropriate.

7.7.3.2. If the requested action is disapproved, ensure the initiator is advised using a two-digit Completion Code and the CLOS option in D143C.

7.7.3.3. If the IM/ES is recommending reclassification action (Reason Code 1 only), return the request to the appropriate cataloging activity with justification and supporting technical data.

7.7.3.4. If the IM/ES is requesting EA/IM review of the item to determine if it is a logical spare, forward the request in D143C to the appropriate ALC. Submit RMKS in D143C to explain the reasons that another ALC review is required (e.g., end item or next higher assembly is managed at different ALC or vice versa).

7.7.3.5. When there is hardcopy data to go with a Base 86 request, and the request is forwarded to another activity, ensure the data is labeled with the corresponding Base 86 control number and remarks indicating data was sent and how (e.g., Facsimile {FAX}, mail, etc.).

7.8. Cataloging Office Responsibilities.

7.8.1. The cataloging agent for the AF will receive all Base 86 requests submitted by assigned FSCs. (see Standard FSC Table in DoD 4100.39-M, Volume 13, Chapter 2; and Chapter 10 for mission unique exceptions). Requests will be received on-line in D143C separate from the ALCs for special/ mission-unique cataloging Activities SH, SJ, SK and SP. For other special/mission-unique cataloging activities without D143C access, a hardcopy AF Form 86 may be submitted.

7.8.2. The cataloging agent for the AF will suspend hardcopy AF Forms 86 in D143C and include all information, including the name and Defense Switched Network (DSN) of the initiator, on the input screens.

7.8.3. Review AF Forms 86 for mandatory data elements (Data Elements For Base-Initiated Request For Cataloging Data/Action, Attachment 3), attempt to obtain additional data from the initiator, as required, and close requests, which cannot be processed because of lack of data.

Note: All attempts to obtain additional data from the initiator will be documented in the D143C system's "RMKS". If telephone contact cannot be made, use the "XA" MSSG Code, indicate the type of data required and include cataloging agent's DSN phone number in clear text. Don't use "RMKS" to relay information to the initiator if the request is BATCH or TU initiated.

7.8.4. Verify the accuracy of the FSC/MMAC assigned by the initiator.

7.8.5. Perform IEC using an I&S review.

7.8.5.1. Determine if an existing NSN and/or suitable substitute NSNs can fulfill the requirement.

7.8.5.2. Determine the impact to existing I&S decisions recorded in the I&S Decision Record (ISDR) and D043B, I&S Edit and Suspense System.

7.8.6. Verify technical and management data.

7.8.7. Annotate the recommended actions in D143C RMKS.

7.8.8. If ALC review/action is warranted, forward request, via D143C, to the appropriate ALC using the Coordination (COOR) option (see paragraph 7.3 for order of decision used to determine appropriate ALC). Mail, FAX, or scan hardcopy technical data to the same ALC, enter RMKS indicating how the data was sent, and request ALC to hold request until technical data is received.

7.8.9. If ALC review/action is not warranted, notify the initiator of action taken using a two-digit Completion ("M_," "L_," or "C_")or Interim ("X_") Code. **Note:** the cataloging agent for the A F is authorized to approve and change ERRC Code "N" to ERRC Code "U" (or vice-versa) on non-weapon related items according to Chapter 9, paragraph 9.6, of this manual.

7.8.10. Ensure all clear text messages provided on responses are clear, concise, and self explanatory.

7.8.11. For requests requiring DD Forms 1685 submittals, submit "X6" Interim MSSG Code and hold request on workbench until response is received from managing activity.

7.8.11.1. If the cataloging agent for the AF concurs and action has been taken or an alternate substitute NSN is provided, submit a two-digit completion code of "M_," using the "CLOS" option, explaining what action was taken in clear text.

7.8.11.2. If the cataloging agent for the AF non-concurs, submit a two-digit Completion Code of "C_" (lack of sufficient data) or "L_" (non-concurrence), using the "CLOS" option, and provide the reason for reject provided by the managing activity.

7.8.12. Process and complete all Base 86 requests within the established 60-day timeframe (20 days for requests forwarded for ALC review).

7.8.13. If requests are held on cataloging agent's workbenches longer than 60 days, due to delays in processing, the initiating activity will be notified of the delay with a "PP" MSSG Code and a new expected completion date. NOTE: This does not remove the delinquency status of a Base 86 request; however, it does inform the base customer of a delay in processing.

7.9. Base Responsibilities.

7.9.1. Prepare and submit Request for Cataloging Data/Action for items which meet the following criteria:

7.9.1.1. There is no known active NSN, base level demands have been established, and which qualify for inclusion in the FCP (according to AFMAN 23-110, Vol. 1, Part 1, Chap 7, Section A).

7.9.1.2. Are stocklisted but require adoption, reinstatement, or correction/addition to data elements.

7.9.1.3. The ERRC is in question and the following conditions exist:

7.9.1.3.1. The existing ERRC is incompatible with the fourth position of the SMR Code reflected in the T.O. (Existing ERRC does not agree with repair concept in the T.O.)

Note: Equipment Management Code (EMC) is not a cataloging data element and cannot be changed by the cataloging activity. Changes to EMCs are initiated through the Air Force Equipment Management System (AFEMS). When the cataloging activity submits a request to change the ERRC Code, an automatic change may result in the IMCS and be passed on to AFEMS, according to system programming.

      7.9.1.3.2. The item is included in a T.O. but no SMR Code is assigned to the item.

      7.9.1.3.3. The item is not included in a T.O.

7.9.2. Ensure all mandatory data elements are provided on request (T.O, E/I, system, demand data, justification, etc.).

7.9.3. Review "BBS" responses. A "BBS" response is received, by the initiating activity, as a result of the input of either a hardcopy, mechanized, or D143C on-line submittal of a Request for Cataloging Data/Action and provides status of requested cataloging action. The Completion/Status Codes and the error message output on the "BBS" responses are contained in Attachment 2, and in AFMAN 23-110, Volume 2, Part 2, Chapter 27, Section T.

7.9.4. Ensure nonstocklisted Air Force assets are reported on a Request for Cataloging Data/Action if not reported in any other Air Force asset (i.e., L and P numbers) reporting system. Random checks will be made at frequent intervals by appropriate commands to determine how well this objective is being met. Stock control inspection, property audit, or administrative inspection of an activity will include a determination of performance against this objective.

7.10. Follow-up for Base Requests.

7.10.1. There are three types of Base 86 follow-ups a base can initiate.

    7.10.1.1. A mechanized follow-up capability (BZH) is available for use by the bases via SBSS. Bases may exercise the follow-up capability if the initial response is not received as early as 30 days from submission date of the request. If an Unmatched (UNMAT) response is received from the interrogation and catalog action is still desired, the base must initiate another transaction with a new control number.

    7.10.1.2. Bases may also follow-up by accessing the request in the D143C PENDING ACTIONS/ HISTORY File where the latest status of the request, all RMKS entered, and the name and DSN of each individual involved in the coordination cycle of the request are available. On-line follow-ups may be documented by entering information under "RMKS" indicating that a follow-up was done. If applicable, document the cataloging agent's /ALC person spoken with, if contacted by phone.

    7.10.1.3. Bases may also follow-up by sending a message/FAX to the cataloging agent or by calling the DLIS HELPLINE (DSN: 932-4725).

Chapter 8

NEW ITEM REQUESTS

8.1. Purpose. This chapter applies to activities within HQ AFMC and provides specific instructions for the preparation, control, and processing of new item requests. Additional instructions are included in Chapter 10 of this manual.

8.2. Control Number Structure.

8.2.1. New item requests, also referred to as non-cataloged "NC packages" or "NC numbers", are assigned a Control Number by the D143C system. The Control Number consists of an FSC, NC Designator, e.g., E, F, C, W, J, or Z; the ALC/ICP Standard Interservice Agency Serial Control Number (SIASCN), which is a six-digit serial number, and the MMAC if required.

8.2.2. All potential Air Force-managed items of supply which require the assignment of an NSN are assigned a SIASCN by D143C once the new item option is completed. Items selected for NC number assignment come from various source documents (e.g., provisioning documentation, Purchase Request/Military Interdepartmental Purchase Request (PR/MIPR), Request for Cataloging Data/ Action, Inventory Adjustment Voucher, etc.). The IM must ensure that the required records are established in D143C and submitted through the PSO/CATM (Residual Cataloger) to the DLA cataloging agent within 10 workdays of the preparation of AFMC Form 326, **Provisioned Item Order (PIO)**. D143C handles the distribution to the individuals pre-identified in the system.

8.2.3. The activity initiating the NC number is identified by D143C with a specific alpha SIASCN code (see Table 8.1). The MMAC identifies the organization responsible for management of the FSC or weapon system to which the item is peculiar. The NC number identifies the item until an NSN is assigned.

8.3. IM and/or ES Responsibilities. When the requirement for a new item has been determined, the IM or ES at the ALC and/or Contractor ICP will:

8.3.1. Begin the NC number process by inputting the required information in D143C either by on-line or FTP capability. Only the Contractor ICP has FTP capability into D143C. D143C's mandatory fill/ blank and compatibility edits ensure data is available to the cataloger and to itself to format the transaction for FLIS.

8.3.1.1. Identify the correct Depot Source of Repair (DSOR), the result of the Joint Depot Maintenance Program process for all reparable items. NOTE: See Appendix C of the AFI 21-133(I), *Joint Depot Maintenance Program Management*, March 1999. All Contractor ICPs will use "CN" as their DSOR code. This is the ONLY DSOR approved for Contractor ICPs.

8.3.1.2. Identify the correct Materiel Management Aggregation Code (MMAC) with which the new item is associated for all new items. All weapon system and technology group related items, for both AF managed and DLA managed NSNs will be identified with a MMAC, the activity/ office providing engineering support authority.

8.3.1.3. Edit for completeness and accuracy. The D143C will help in editing for mandatory fills/ blanks and completeness; data accuracy is an IM/ES responsibility. Release the appropriate transaction in the D143C System when all applicable information is complete and accurate.

8.3.1.4. The IM or ES generating the request must enter their name, office symbol, and phone extension in the appropriate places requested by the D143C submittal.

8.3.2. Requests for NSN assignment can also be initiated from the D220 facsimile 86, (also known as D143C Skeletal Provisioning – D220), or directly from the Provisioning Parts List (PPL). The D220 facsimile Form 86 is received, verified, and annotated by the responsible IM or ES prior to being forwarded to the PSO/CATM, and is processed as a Request for Cataloging Data/Action. The PSO/CATM, as directed by the Product Directorate, can generate mechanized Requests for Cataloging Data/Action requesting NSN assignment (NC package) directly from the provisioning documents.

8.3.3. When the source document reflects more than one manufacturer and reference number for the same item of supply, the IM or ES will ensure the required information is recorded for each part number. If the source document reflects more than five manufacturers and reference numbers, the IM or ES will suspend those numbers not included in the original package, pending notification of NSN assignment. Upon receipt of the NSN, the IM or ES will prepare a D143C input to request the additional reference numbers be added to the assigned NSN.

8.3.3.1. When the source document is a locally-prepared purchase description (PD), the PD identifying number must be structured as shown in Chapter 33, Table 33.1. Also, use Cataloging Return Code RT (see Table 8.2).

8.3.4. The IM or ES will forward the request to the PSO/CATM for further processing. A technical data package (drawings, manufacturer's catalogs, PD, etc.) will be submitted to the PSO/CATM office within 3 days of forwarding the request in support of the cataloging request.

8.4. Provisioning Support Office (PSO/CATM) Responsibilities.

8.4.1. When an NC number, assigned by D143C, is received on workbench, the CATM will:

8.4.1.1. Ensure all mandatory data elements are present and correct on the Request for Cataloging Data/Action, making ES/IM corrections, as necessary.

8.4.1.2. Review technical data for valid part number and CAGE Code and ensure all vendor part numbers on source control and specification control drawings are entered on each NC number.

8.4.1.2.1. Ensure each vendor is assigned a separate NC number for repairable items on source control drawings.

8.4.2. When technical data exists they will prepare receipt letters by FSC office; attach a copy of technical data, and mail to, the AF cataloging agent. Retain copy of receipt letter in file.

8.4.2.1. Receive signed receipt letters from, the AF cataloging agent.

8.4.2.2. Forward technical data package to the AF cataloging agent.

8.4.3. In the case of Accelerated Provisioning Conferences and Resident Integrated Logistics Support Activities (RILSA), Provisioners/IMs/ESs will:

8.4.3.1. Provide PSO/CATM with technical data for input to D143C System.

8.4.3.2. Failure by the provisioner or the RILSA to provide documentation will result in either no request for cataloging action to the AF cataloging agent or a J041 error notice.

8.4.4. The technical data has not been revised since the cataloging agent's initial review. In addition, all non-provisioning new items require submittal of a technical data package. If the item is an

explosive or other dangerous/hazardous article, the IM or ES will prepare and submit an AFMC Form 993, **Specific Characteristics of Hazardous Materials** according to Chapter 16 of this manual.

8.5. Cataloging and Standardization Responsibilities.

8.5.1. Receive the 8A_ inputs on D143C workbench. or by FTP from Contractor ICP.

8.5.2. Interrogate the FLIS by CAGEC-part number to determine if an NSN exists prior to processing the NC package.

8.5.2.1. Notify the initiating ALC or Contractor ICP PSO/CATM of any proposed substitute NSNs recommended as a result of NC item review.

8.5.2.2. Ensure the requested reference number submitted on the new item request is added to the identified substitute NSN.

8.5.3. Ensure all mandatory data elements are present and correct. If not, return to the originator with the appropriate 2-position code (see Table 8.3) and remarks, as applicable.

8.5.4. Check mail code for [M]ailed, [F]axed, or [N]one available.

8.5.4.1. If required data package is not received/available (by mail, fax, electronically):

8.5.4.1.1. Contact the ALC PSO/CATM to obtain data packages or additional technical documentation required to describe the NC item if not received in 10 working days.

8.5.4.1.2. Ensure that an AFMC Form 784, **Provisioning Technical Data Requirement**, has been sent to the manufacturer by the ALC's PSO/CATM.

8.5.4.1.3. If technical data is insufficient for cataloging and a copy of AFMC Form 784 is not attached to the package (or referenced in D143C's "RMKS"), the AF cataloging agent, will prepare and forward one to the initiating ALC and/or Contractor ICP PSO/CATM.

8.5.4.2. Ensure the part numbers on the Request for Cataloging Data/Action/D143C and the technical data are compatible and properly screened.

8.5.5. When an FSC change is required, return to the ALC and/or Contractor ICP CATM with verified item name, correct FSC, and message added for the IM/ES to update the FSC. When action is complete at the ALC and/or Contractor ICP, the request is returned to the cataloging activity.

8.5.6. Ensure the item management responsibility remains at the ALC and or Contractor ICP originally assigning the NC number. Retention is accomplished by retaining the assigned Materiel Management Aggregation Code (MMAC).

8.5.7. Keep appropriate records of actions involving NC numbers.

8.6. Canceling an NC Number.

8.6.1. Only the responsible ALC/ICP IM or ES can cancel an NC number in D143C.

8.6.2. The cataloging agent for the AF, can recommend cancellation by selecting the appropriate return code (see Tables 8.3) in D143C and returning NC number request to the initiating ALC PSO/CATM.

8.6.2.1. PSO/CATM will review and select appropriate instructions (see Table 8.4) in D143C for ES concurrence/non-concurrence.

8.6.2.2. ES, in concurring, will select appropriate message (see Table 8.5) in D143C and coordinate through IM, PROV, and CATM.

8.6.2.3. ES, in non-concurring, will select message (see Table 8.5) in D143C and provide justification in D143C. The CATM will return NC number to the the cataloging agent for AF, for continued processing of NSN assignment.

8.7. Substitute NSNs for New Item Requests.

8.7.1. Responsible cataloging activities may offer a substitute or an interchangeable item for a new item request. When a substitute or interchangeable item is offered the cataloging agent for the AF will contact the responsible ES at the initiating ALC for preliminary concurrence.

8.7.2. The AF cataloging agent will:

8.7.2.1. Return the NC request via the D143C System with the appropriate 2-position return code (see Table 8.3.) to the initiating ALC PSO/CATM.

8.7.2.2. Add any required part numbers to the substitute or interchangeable NSN after the NC number is canceled or consolidated.

8.7.3. PSO/CATM at the initiating ALC will:

8.7.3.1. Review NSN recommended by the cataloging agent and select appropriate instruction (see Table 8.4.) in D143C for action by ES.

8.7.3.1.1. Receive action from ES and close NC request citing concurrence of substitute NSN.

8.7.3.1.2. Return NC request to the cataloging agent for the AF with justification from ES, for non-concurrence of substitute NSN.

8.7.3.1.3. Notify provisioner of action taken by ES if NC request was a result of a provisioning document.

8.7.4. The ES at the initiating ALC will:

8.7.4.1. Review the NSN recommended by the cataloging agent for the AF on the NC request in D143C System.

8.7.4.2. Select the appropriate D143C System message (see Table 8.5) for concurrence of substitute NSN and provide justification in D143C for non-concurrence of substitute NSN.

8.7.4.3. Initiate an SSR, Nonconsumable Item Materiel Support Request (NIMSR), or adoption/ reactivation/reinstatement, as required, to obtain support on substitute NSNs not currently AF used.

8.7.4.4. Select appropriate message (see Table 8.5) and provide justification in D143C for nonconcurrence of substitute NSN.

Table 8.1. NC Control Number Format

```
NC/MMAC Numbers
5925 NC E 100007 LO

                      5925    NC    E    100007    LO

FSC
NC Designator
ALC/ICP SIASCN
Serial Number
MMAC
```
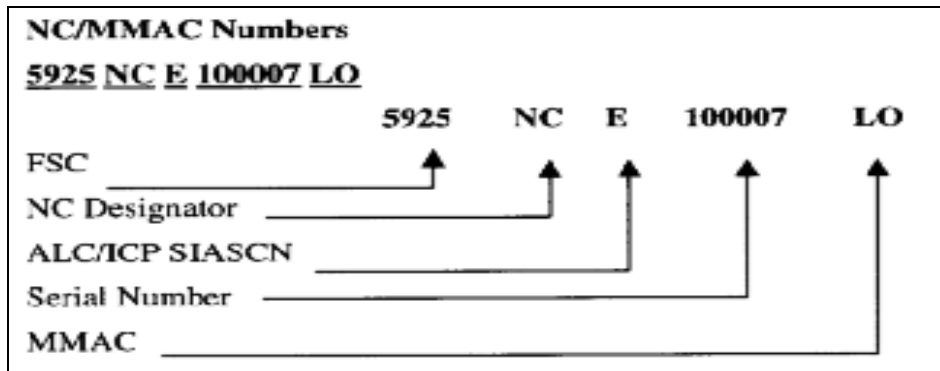
Table 8.2. ALC/ICP Activity /SIASCN Codes.

ALC/ICP Activity	Code
Ogden OO-ALC	E
Oklahoma City OC-ALC	F
Warner Robins WR-ALC	C
Directorate of Aerospace Fuels Management WR-ALC Det 3, Lackland AFB	W
Cryptologic Support Group (CPSG/LGLC) San Antonio, TX	J
Air Force Reengineered Supply Support Program (RSSP) contractor	Z

Table 8.3. NC Return Code Matrix.

Cataloging Agent Return Codes	Cataloging Mgr Instructional Codes	ES Reply Codes
RB	C4	DC, DN
RC	C6	DN, DR, DS
RD	C2	DC, DN
RE	C1	DA, DN
RF	C4, C5	DJ, DN, DS
RG	C6	DN, DR, DS
RH	C2	DC, DN
RI	C4, C5	DJ, DN, DS
RJ	C3	DD, DN
RK	C2	DC, DN
RL	C3	DC, DN
RM	C4, C5	DC, DN, DS
RN	C3, C6	DD, DN, DR, DS
RO	C3	DD, DN
RP-RZ	Use free form remarks	No specific codes
TA	C2	DC
TB	C6	DN, DR, DS
UA	C6	DN, DR, DS

Table 8.4. Cataloging Agent's Return Codes.

Code	Definition
FA	The FSC on this item was changed. There was a MMAC present on the NC number which will be retained with the new FSC. As reflected in the Mission Workload Assignment System D086 System, the new FSC/MMAC combination is valid and no further action is required on your part.
FB	The FSC on this item was changed. There was a MMAC present on the NC number which will be retained with the new FSC. In the D086 System, the new FSC/MMAC combination is not valid and one of the following actions needs to be accomplished: (1) Delete the MMAC, after coordination with the gaining ALC and transfer the item and its management to the prime FSC ALC; or (2) Submit a request to HQ AFMC/LGIS after FSC/ALC coordination to have the FSC/MMAC combination approved. This will be sent to the releasing agent at the ALC for further coordination.
FC	The FSC on this item was changed. There was no MMAC present on the NC number and the FSC change will cause an ALC transfer; therefore, the residual MMAC of the original FSC has been added. Per D086, the new FSC/MMAC combination is valid and no further action is required on your part. NOTE*: Allows residual MMAC to be entered and added to RMKS.*
FD	The FSC on this item was changed. There was no MMAC present on the NC number and the FSC change will cause an ALC transfer; therefore, the residual MMAC of the original FSC has been added. Per D086, the new FSC/MMAC combination is not valid and one of the following actions needs to be accomplished (1) Delete the MMAC, after coordination with the gaining ALC and transfer the item and its management to the prime FSC ALC; or (2) Submit a request to AFMC/ LGIS after FSC/ALC coordination to have the FSC/MMAC combination approved. NOTE*: Allows residual MMAC to be entered and added to RMKS.* This will be sent to the releasing agent at the ALC for further coordination.
FE	The FSC on this item was changed. No MMAC is required as both FSCs are prime at your ALC.
IA	The item name, _____, has been entered into the characteristics data under Master Requirement Code (MRC) FEAT (Special Features) and into RMKS of the D143C System.
RB	A preferred item has been found. The proposed new item is non-preferred and no NSN is assigned to the preferred reference number. NOTE*:* This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.
RC	A preferred item has been found. The reference number to which the NC number is assigned should be added to the preferred NSN and no users are recorded on the preferred NSN. NOTE*:* This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.
RD	A preferred item has been found. The reference number to which the NC number is assigned should be added to the preferred NSN. The Air Force is the manager of the preferred NSN. NOTE*:* This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.
RE	A preferred item has been found. The reference number to which the NC number is assigned should be added to the preferred NSN and the Air Force is a user, but another activity is the manager of the preferred NSN. NOTE*:* This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.

RF	A preferred item has been found. The reference number to which the NC number is assigned should be added to the preferred NSN. The Air Force is not a user, but another activity is the manager of the preferred NSN. NOTE*:* This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.
RG	A preferred item has been found. The reference number to which the NC number is assigned should NOT be added to the preferred NSN. No users are recorded on the preferred NSN. NOTE*:* This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.
RH	A preferred item has been found. The reference number to which the NC number is assigned should NOT be added to the preferred NSN. The Air Force is the manager of the preferred NSN. NOTE*:* This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.
RI	A preferred item has been found. The reference number to which the NC number is assigned should not be added to the preferred NSN and the Air Force is not a user, but another activity is the manager of the preferred NSN. NOTE*:* This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.
RJ	A preferred item has been found. The item of supply to which the NC number is assigned has been previously submitted with a different NC number and has not been assigned an NSN. The reference number should be added as an exact match and no other reference number is to be added to the previously submitted NC number. NOTE: This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.
RK	A preferred item has been found. The item of supply to which the NC number is assigned has been previously submitted with a different NC number and has not been assigned an NSN. A new reference number should be added to the NSN that will be assigned to the previously submitted NC number. NOTE: This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.
RL	A preferred item has been found. The item of supply to which the NC number is assigned should be source coded "A," (assembly at any level) and all parts of the assembly are assigned NSNs and the Air Force is the manager or user of all NSNs that make up the assembly. NOTE: This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.
RM	A preferred item has been found. The item of supply to which the NC number is assigned should be source coded "A," (assembly at any level) and all parts of the assembly are assigned NSNs and all non Air Force used NSNs that make up the assembly are managed by another activity. NOTE: This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.
RN	A preferred item has been found. The item of supply to which the NC number is assigned should be source coded "A," (assembly at any level) and all parts of the assembly are assigned NSNs and all non Air Force used NSNs that make up the assembly have no users. NOTE*:* This takes the re quest off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.

RO	A preferred item has been found. The item of supply to which the NC number is assigned should be source coded "M." The item is manufactured from bulk material as specified in engineering documents, drawings, etc. NOTE: This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it in pending action.
RP	The drawing does not meet criteria for Vendor Item Drawing, Source Control, Selected Item, or Altered Item. ALC must justify or modify NC package.
RQ	The Purchase Description (PD) document is not included in the NC package.
RR	The PD reference number is not properly formatted.
RT	The ALC will take action to initiate a project within 5 working days to convert the PD to a DoD Index of Specifications and Standards (DoDISS) type document.
RZ	Returned to the ALC for other reasons. See remarks (RMKS) in D143C for specific requested action.
TA	Exact Match--Air Force Used. The reference number and CAGE Code submitted match an NSN currently used by the Air Force. NOTE: This takes the request off the cataloging agent's workbench and places it on an ALC workbench.
TB	Exact Match--No users or only foreign country MOE Rules. The reference number and CAGE Code submitted match an NSN that is not currently used by the Air Force. NOTE: This takes the request off the cataloging agent's workbench and places it on an ALC workbench.
UA	Exact Match--Non Air Force used (other S/A managed). The reference number and CAGE Code submitted match an NSN that is currently used by the Air Force. In order for the Air Force to be added as a user, you must submit an SSR or JLC Form 17 to the PICA to add the Air Force as a user. NOTE: This takes the request off the cataloging agent's workbench, places it on an ALC workbench, and leaves it open in pending action.

Table 8.5. ALC/CATM Instruction Codes.

Code	Description
C1	If you concur with the cataloging agent's recommendation, select MSSG "DA" to add, change, or delete the part number to the Air Force SICA NSN.
C2	If you concur with the cataloging agent's recommendation, select MSSG "DC" and consolidate the NC number with the NSN provided by cataloging agent. Do you want to add the part number (Yes/No).
C3	If you concur with the cataloging agent's recommendation, select MSSG "DD" to delete the NC number and stop procurement.
C4	If you concur with the cataloging agent's recommendation, complete AF Form 918, **Supply Support Request (SSR)** to activity "XX" and forward to "XXXX XXXX" (where XX is the activity code and XXXX XXXX is the position code and ID code of the person who handles this form at the ALC. The system will prompt for each of these). NOTE*: No message code is required; however, use the RMKS screen to provide SSR date.*
C5	If you concur with the cataloging agent's recommendation, select MSSG "DJ" and submit JLC Form 17 to the ALC interservice focal point and forward to "XXXX XXXX" (where XXXX XXXX is the position code and ID code of the person who handles this form at the ALC. The system will prompt for each of these).
C6	If you concur with the cataloging agent's recommendation, select MSSG "DR" for ALC management. For DLA management, (NOTE*: No message code is required)* complete AFMC Form 918 to activity "XX" and forward to "XXXX XXXX" (where XXXX XXXX is the position code and ID code of the person who handles this form at the ALC. The system will prompt for each of these).
N1	If you nonconcur with the cataloging agent's recommendation, provide the justification in RMKS, then select MSSG "DN."

Table 8.6. ALC/ES Reply Codes.

Code	Description
DA	Concur. Add/change part number to Air Force SICA NSN. The cataloging agent will submit DD Form 1685.
DC	Concur. The system will consolidate the NC number with NSN or FSC/NC number from the cataloging agent's message. Do you want to add the part number? Yes/No.
DD	Concur. The system will delete the NC number. The IM/PROV must stop procurement.
DJ	Concur. ALC must initiate JLC Form 17 to another service for support action. ALC must use option 8 under NSN revision to preposition Air Force unique SICA CMD.
DN	Nonconcur. ALC must provide justification in RMKS.
DR	Concur. ALC must use option 1 under NSN revision to reactiviate, reinstate, or adopt.
DS	Concur. ALC must submit AFMC Form 918 to another Service or Agency. NOTE: The ES is unable to generate the "DS" reply code (Refer to XS codes on Base 86s.) Use RMKS to tell provisioning that the SSR has been initiated.

Chapter 9

CATALOGING REVISION REQUESTS

9.1. Introduction. This chapter pertains to the processing of additions, changes, and deletions, which are called maintenance transactions or revisions, to FLIS and the IMCS System Suite, i.e., D043, D043A, D043B, D046 D071, D155, D169 and use of D143C. NSN maintenance requests or "revisions" are primarily initiated by the ALC IM or ES, an Air Force base, another Service/Agency, or Contractor ICP using the FERS or D143C System (see Chapter 24) upon discovery of an incompatible data element. Revisions include, but are not limited to changes in the following data elements: FSC, Item Name, MOE Rule, CAGE Code or part numbers, standardization codes, all Segment H CMD elements, and characteristics data. If the D143C System is not available to the initiator, a hardcopy AF Form 86 may be submitted through the ALC's cataloging focal point (CATM).   In the event a significant number of revisions requests are proposed on AF-managed NSNs, the revisions may be handled more efficiently as a special project still through the D143C data system. The initiator should contact the Special Projects Control Monitor in HQ AFMC/LGIS at DSN 932-5514.

9.2. Director/Materiel Management (DMM) Responsibilities.

9.2.1. Ensure that Supply Support Requests (SSR) or Nonconsumable Item Materiel Support Requests (NIMSR) are prepared and submitted, as required. See DoD 4140.26-M, *Defense Integrated Materiel Management Manual for Consumable Items*, AFMCR 400-21, *Wholesale Inventory Management and Logistics Support of Multi-Service Used Nonconsumable Items*, AFMCI 23-101, *Air Force Provisioning Instruction,* and AFMCI 23-201, *Logistics Materiel Control Activity Operating Instruction*.

9.2.2. When the Air Force is to be supported by another Service/Agency for consumable or nonconsumable items, the following CMD elements will be suspended in D143C: Materiel Management Aggregation Code (MMAC), Source of Supply (SOS), Acquisition Advice Code (AAC), Unit of Issue (U/I), Expendability, Recoverability, Reparability Category (ERRC) Code, Fund, Budget, and Price Code.

9.3. IM and ES Responsibilities.

9.3.1. Initiate revisions in D143C, accessing Option 1 of the main menu. There are currently 14 revision categories available in D143C. Some options will operate directly on FLIS, which will update the Master Item Identification Control System D043, and downstream Air Force systems, while others will only affect D043 (and downstream Air Force systems). Following the on-screen prerequisite information insures completing the requested action with essential coordination. The requested revision will be forwarded to the AF cataloging agent.

9.3.1.1. D143C automatically assigns control numbers and predetermined workbenching footprints. This allows for process flow to those who "add value" to the transaction by immediate electronic transfer once a person completes the required tasks within the revision process (See tables below for D143C NIIN message codes.) Continued monitoring of an IM/ES's D143C workbench will allow for quick response in case problems arise.

9.3.1.2. As an aid to communication, D143C provides Option 7. This IM comment screen is available at all times to attach a comment to a NSN item, managed or used by the Air Force.

9.3.1.3. IMs and ESs should provide supporting data to the CATM immediately after D143C initiation of a revision requiring such information.

9.3.1.4. The AF cataloging agent has been preauthorized to approve and submit AF ERRC changes on AF-used items, when the ERRC is changing from "N" to "U" (or vice-versa) on non-weapon DLA- or GSA-managed items, see paragraph 9.6 below.

9.3.2. Disposal Actions:

9.3.2.1. The DIIP will automatically screen and delete items after five (5) years of inactivity.

9.3.2.2. An Item Manager's request to take an item disposal and change the AAC to "Y" in D143C will remove the Air Force, as a recorded user, within one (1) year, unless the item is freeze-coded in the Air Force Equipment Management System (AFEMS), also called the C001", the item is in an I&S relationship, or the Air Force is supporting another S/A. In these cases D043 will change the AAC to an "X." Other actions must be taken before an AAC "X" can be removed and the deletion process continues.

9.3.2.2.1. Freeze-Coded NSNs. If the NSN is an AFEMS freeze-coded item, the AAC will be changed to "X" when a pending deletion has been requested. For an NSN which is freeze-coded, send a letter requesting deletion to the 78th Air Base Wing (ABW), WR-ALC/ LETA, Allowance Standards Branch, 375 Perry Street, Robins AFB, GA 31098-1863 or contact WR-ALC/LETA. Freeze-coded NSNs are required to be processed through AFEMS before a disposal action can be accomplished. WR-ALC/LETA personnel will ensure the NSN is reviewed in AFEMS and determine whether assets are still being reported.

9.3.2.2.2. If the item is in an I&S relationship, it will be necessary for the PICA to review the I&S group, remove the item, and change the relationships within the group (See Chapter 36).

9.3.2.2.3. Disposal actions when AF is PICA. If the item is in support of another S/A, coordinate the proposed logistics reassignment with all SICAs. (See Chapter 12).

9.3.3. Actions Which Cannot Be Accomplished Using the D143C system.

9.3.3.1. Changes to prices/costs related to Materiel Support Division (MSD) items (identified by Budget Code "8", Fund Code "SF") cannot be changed using D143C. These must be done in D200N, Recoverable Item Stratification. However, other-funded items may have their price changed using D143C.

9.3.3.2. The Acquisition Method Code (AMC) and Acquisition Method Suffix Code (AMSC) can be currently changed using *Undefinitized Contractual Actions Management System*, J090A, which will be replaced by the new Purchase Request Process System (PRPS) D203. D143C cannot be used for changes to these elements.

9.3.3.3. Item Managers requiring a FLIS back-out of any effective-dated transaction should forward their request with justification to HQ AFMC/LGIS, 74 Washington Ave N., Suite 8; Battle Creek, MI 49017-3094 or contact LGIS DSN 932-5632.

9.3.4. Item Managers are required to review the Catalog Management Notifications for the items that they are assigned management responsibilities.

9.4. Provisioning Support Office (PSO/CATM (Cataloging Manager)) Responsibilities.

9.4.1. Review or prepare Requests for Cataloging Data/Action, as required.

9.4.2. Interrogate D143C to ascertain the status of Requests for Cataloging Data/Actions (See Table 9.3 for D143C message codes.)

9.4.3. Forward supporting/technical data, provided by the IM/ES, to the responsible cataloging activity immediately after release of a revision.

9.5. Cataloging Activity Responsibilities.

9.5.1. Access D143C to obtain cataloging revision requests.

9.5.1.1. The AF cataloging agent, as a result of IM/ES instructions, may perform the necessary actions to complete the requested revision within the policy and procedural guidelines and systems' edits of the Air Force systems and FLIS. This should include, but may not be limited to, a total item review to verify that the change being requested will result in the most complete, accurate, and current cataloging data available (See Table 9.3 and 9.4 for NIIN message codes.)

9.5.1.2. Use any forms of communication available, including the Remarks option (RMKS) in D143C, to verify the intent of the request if any questions arise or a potential conflict with policy and procedure would occur.

9.5.2. Receive hardcopy AF Form 86 revisions, with supporting data, from CATM.

9.5.2.1. Perform necessary actions to complete the requested revision within the policy and procedural guidelines and the systems' edits of the catalog. This should include, but may not be limited to, a total item review to verify that the change being requested will result in the most complete, accurate, and current cataloging data available.

9.5.3. Receive and respond to all challenges to alleged invalid or un-collaborated logistics actions affecting the catalog; e.g., reassignments, Demilitarization (DEMIL), and CIIC.

9.6. HQ AFMC ERRC Policy for Non-weapon Related DLA or GSA Managed NSNs.

9.6.1. The AF ERRC is an Air Force peculiar data element and must be determined by the Air Force regardless of which Service, Agency or Contractor ICP is recorded as PICA., the AF cataloging agent only has the authority to change an ERRC Code N to ERRC Code U (or vice-versa) on a non-weapon NSN. This policy applies only to DLA or GSA-managed NSNs, which are not components of Service-managed (AF or other Service) equipment/systems which currently reflect ERRC Codes N or U. All other ERRC Code decisions will be directed to the appropriate ALC focal point. This policy does not include changes to or from any other ERRC Codes.

9.6.2. The AF cataloging agent will:

9.6.2.1. Assign an ERRC Code Monitor to approve/disapprove all base-initiated ERRC Code reviews for NSNs falling within the parameters outlined above in paragraph 9.6.1.

9.6.2.2. Work with HQ AFMC/LGSC, Supply Operations Division, to resolve and clarify unprecedented decisions.

9.6.2.3. Notify HQ AFMC/LGIA, Item Management Division, Inventory Management Policy Branch, of problems that arise as a result of or concerning this policy.

9.6.3. HQ AFMC/LGSC will:

9.6.3.1. Have final say on all unprecedented decisions.

9.6.3.2. Reserve the right to reverse decisions at any time.

9.6.4. The ALC focal points will:

9.6.4.1. Determine the ERRC Code, when it is other than ERRC N or P, on AF used NSNs.

Table 9.1. ALC/ICP Revision Control Number Format.

```
F3L12345JX

                            F     3     L     12345      JX

Constant _____▲    ▲     ▲        ▲          ▲

Year (Last digit) _____▲

ALC/ICP   Activity   Codes_____▲
(See Table 9.2)

Serial Number _____▲

MMAC _____▲
```
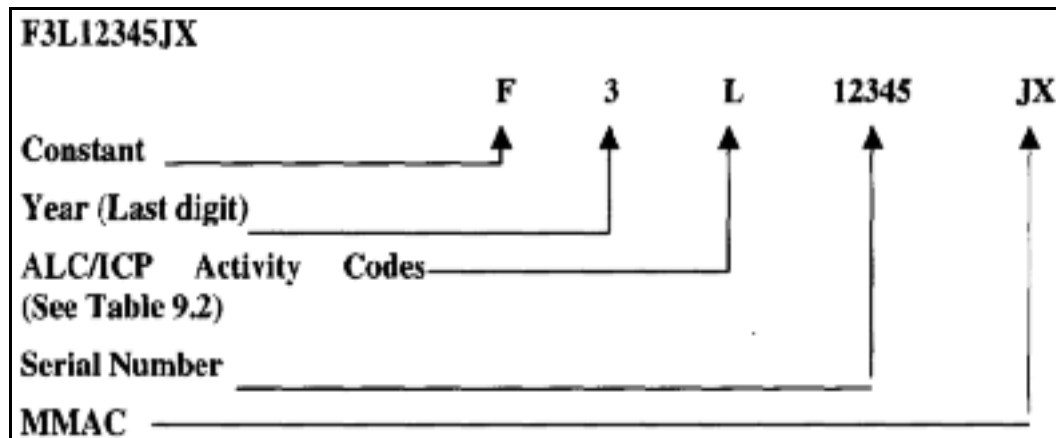
Table 9.2. ALC/Contractor ICP Revision Codes.

ALC/Contractor ICP Activity	Code
Pratt/Whitney (Cataloging Activity TP)	A
Boeing Co. (Cataloging Activity TB)	B
Lockheed-Martin (Cataloging Activity TL)	C
Cryptological Systems Group, San Antonio (CPSG/LGLC (Cat Activity SP).	D
Ogden OO-ALC (Cataloging Activity SU).	G
Oklahoma OC-ALC (Cataloging Activity SX).	H
Space Life Range Systems (SLRS)/International Telephone & Telegraph, (Cataloging Activity TV).	I
Directorate of AF Nuclear Weapons Management (OO-ALC/NWOL Cataloging Activity SK).	K
Warner Robins WR-ALC (Cataloging Activity TG).	L
Northrop Grumman /Ryan Aeronautical – Global Hawk (Cat Activity TM).	Q
General Atomics Aeronautical Systems – Predator (Cataloging Activity TF).	U
Aerospace Special Fuels at Lackland AFB, OL WR-ALC/Detachment 3 (Cataloging Activity SP).	Z

Table 9.3. Messages for NIINs. Full Text Messages for Use by Cataloging Agents Only.

Code	Description
AB	The requested action has previously been accomplished. Phase out the request from Pending File with the appropriate 'H' Code.
AC	The revision is returned to the ALC for additional/corrected data. See Remarks (RMKS) for specifics needed.
AD	AF cataloging agent non-concurs with the requested action. See RMKS for justification.
AE	This item was returned to AF cataloging agent in error. Contact your ALC focal point/trainer for additional guidance.
A6	DD Form 1685 has been submitted to request a change to non-AF managed logistics management data. Request should be accomplished within 60 days. See RMKS.

Table 9.4. Messages for NIINs. Messages for Use by ALCs/Contractor ICPs.

Code	Description
HC	Initiator concurs with AF cataloging agent's recommendation. Return to cataloging agent with additional information for action/close out.
HD	Initiator concurs with AF cataloging agent's request. System will delete revision.
HL	Non-concur with AF cataloging agent's request. Use free form Remarks to return to cataloging agent.
HN	Initiator non-concurs with AF cataloging agent's request. Return to cataloging agent for completion.

Table 9.5. Messages for Prepositioned CMD Processing. Messages from Cataloging Agent.

Code	Description
AC	This revision is returned to the ALC for additional/corrected data. Please see RMKS for specifics needed.
AD	AF cataloging agent non-concurs with the requested action. See RMKS for justification
AE	This item was returned to AF cataloging agent in error. Contact your ALC focal point/trainer for additional guidance.
AF	Returned to the ALC for other reasons. See RMKS in D143C for specific requested action.
AG	System will consolidate the SIASCN with NSN.
AR	Re-suspense prepositioned data (8A1/E). If FLIS KIM product is not received within 90 days, the request will be placed on a workbench for additional review.

Chapter 10

CATALOGING AND STANDARDIZATION PROCESSES AT SPECIAL ACTIVITIES

10.1. Introduction. This chapter provides policy concerning the processing of cataloging and standardization actions for items with a FSCs managed by special activities within AFMC.

10.2. General.

10.2.1. Mission unique and cataloging and standardization functions are accomplished for the following FSGs/FSCs indicated in Table 10.1. One AF cataloging agent technician handles the Activity SJ cataloging workload for AF Cryptological Center CPSG/LGSC. Two AF cataloging agent technicians are the single submitter cataloging technicians familiar with procedures and practices applicable to the Air Force Services Agency, Activity SR; Air Force Clothing and Textile Office, Activity ST; and the AF Medical Logistics Office, Activity TT. All transactions are submitted according to the *FLIS Procedures Manual*, DoD 4100.39-M either directly to FLIS or through the IMM Lead Service for each NSN.

Table 10.1. Mission Unique Cataloging and Standardization Functions.

Mission Unique Cataloging Code and Standardiza-tion Code	SoS	Activity Name and Address	FSGs/FSCs
*SJ/13	FPD	Air Force Cryptological Center CPSG/LGSC, 230 Hall Blvd, Suite 158 San Antonio, Texas 78243-7060	FSCs 5810 and 5811 and other items with CAGE Code 98230
*SH	F80	AF Life Support 311 HSW/YACS c/o WR-ALC/LE-OL Brooks AFB, TX 78235-5352	Life Support FSGs 16, 31, 40, 47, 48, FSCs 4920, 5305, 5820, 5905, 6235 and 6665
ST/45	F92	Air Force Clothing and Textile Office, CTO/ DSCP-YACL, 2800 South 20th St., Room 218, Philadelphia, PA 19145-5099	FSGs 83 & 84 (except FSC 8475) FSCs 7210, 9420, and 9430
SR/35	F97	Air Force Services Agency AFSVA/SVOHF 10100 Reunion Place, Suite 104 San Antonio, TX 78216-4138	FSG 89; FSC 3510
TT/03	F04	Air Force Medical Logistics Office AFMLO/ FOC-T Bldg 1423, Suite 200, Fort Detrick, MD 21702-5006	FSG 65

*Cataloging stocklist actions and maintenance requests for Activity SJ and SH are submitted using the D143C System.

Table 10.2. AF Special Activities Cataloging

Special Activities Cataloging Code	SoS	Activity Name and Address	FSGs/FSCs
*SK	FGL	AF Nuclear Weapons Product Support Ctr OO-ALC/NW-OL Kirtland AFB, NM 87117-5617	FSG 11
*SP	FPH	Aerospace Fuels Management Directorate Detachment 3, WR-ALC 2261 Hughes Avenue, Suite 123 Lackland AFB, TX 78236-9823	FSG 68, FSC 8120, 9110, 9130, 9135, 9140, 9150, and 9160.

*Cataloging transactions for Activities SK and SP are processed by the AF cataloging agent using the D143C.

10.2.2. The AF cataloging agent receives requests for stocklist actions or cataloging management data from the ALCs as well as mission-unique or special cataloging activities shown above in Tables 10.1. and 10.2. Requests are processed by designated cataloging technicians using the D143C or are submitted directly from personnel assigned the FSGs/FSCs listed for each activity.

10.2.3. These activities are responsible for submitting transactions for the following:

10.2.3.1. Identification data (FLIS segment A).

10.2.3.2. MOE Rule data (FLIS segment B).

10.2.3.2.1. When submitting MOE Rule actions, these activities will be recorded as either Primary Inventory Control Activity (PICA) or Secondary Inventory Control Activity (SICA). When Air Force is to be supported by another S/A, requests will be processed according to Chapters 9 and 12 of this manual.

10.2.3.2.2. If another Air Force activity is currently recorded on the item, support will be obtained from the Air Force activity recorded as PICA or SICA.

10.2.3.3. Reference number data (FLIS segment C).

10.2.3.3.1. Activity Code SJ manages all Air Force items with a CAGE Code of 98230 and a reference number category code (RNCC) of 1 or 3, regardless of FSC.

10.2.3.4. Standardization decision data (FLIS segment E).

10.2.3.4.1. Input by the activity recorded in the SD-1, *Standardization Directory*, with Item Reduction Study (IRS) program responsibility for the FSC.

10.2.3.5. CMD (FLIS segment H).

10.2.3.5.1. FSG 89 carries no AF management data since it would reflect the Integrated Materiel Manager data exactly.

10.2.3.5.2. Activity TT cataloging management data is automatically-generated by FLIS as outlined in DoD 4100.39M, Vol.6, *Supply Management,* Appendix 6-2-D Part 3.

Note: Special activities cannot submit FLIS Segment G, freight data.

10.3. Processing Procedures.

10.3.1. Assignment and control of non-cataloged NC, ND, and kit (K) numbers.

10.3.1.1. As required, these activities assign NC, ND, and K numbers and establish the controls necessary to ensure the timely assignment of NSNs or initiation of deletion actions, as applicable.

10.3.1.1.1. Air Force FERS, D143C processing.

10.3.1.1.1.1. Activities SH, SJ, and SP have the capability of establishing NC requests for stocklist actions, ND one-time buys, and K kit numbers in D143C System. (see Chaps. 6 and 8).

10.3.1.1.1.2. These actions are routed through D143C for editing and forwarding to the IMCS, D043.

10.3.1.1.1.3. Actions failing to pass the D143C edits are returned to the initiator for correction and resubmittal, if required.

10.3.1.1.2. Other Processing.

10.3.1.1.2.1. Activities SK, SR, ST, and TT do not have D143C capability at this time.

10.3.1.2. The assignment of an NC is prepared according to Chapter 8 instructions.

10.3.1.2.1. Once an NC number is established, revision to the CMD recorded in Master Item Identification Data Base (MIIDB), D043A System, is not authorized until the NSN is assigned. Required changes are made citing the assigned NSN using a maintenance transaction or "revision".

10.3.1.3. The assignment of ND and K numbers and additions, changes, deletions to data elements for ND and K numbers are accomplished per Chapter 6 of this manual.

10.3.1.4. An ND or NC number may be consolidated with an NC number or NSN per Chapters 6 and 8 of this manual.

10.3.2. Base-initiated Requests for Cataloging Data/Action are outlined in Chapter 7.

10.3.2.1. Unique cataloging agents/activities will establish the controls necessary to ensure the timely processing of the request and replies to the initiator.

10.3.2.2. If review of the Request for Cataloging Data/Action reveals the items are improperly routed, the activity will determine the correct FSC and forward the request to the responsible cataloging agent/activity. Revisions for additions, changes, and deletions to established records will be processed per Chapter 9 of this manual.

10.3.3. Cataloging Management Data (CMD).

10.3.3.1. In addition to the responsibility for the initial recording and file maintenance of CMD for the items managed, these activities are responsible for the initial recording and file maintenance of the Air Force CMD for the items that are managed for them by other IMMs or "Lead Services".

10.3.3.1.1. FSG 89, managed and cataloged by Air Force Services Agency (Activity SR), requires no service CMD since the data would only mirror the IMM line of CMD.

10.3.3.1.2. Medical items, cataloged by the Air Force Medical Logistics Office, Activity TT, will have CMD that mirrors the IMM line of CMD exactly. Air Force peculiar data is not applicable.

10.3.3.2. Upon processing the initial recording or change to established CMD by the IMM or lead service, FLIS will notify these activities by DIC "KIM." These activities, upon receipt of the "KIM," will record or change the Air Force CMD, as required.

10.3.4. Each activity will perform the following:

10.3.4.1. Standardization I&S review.

10.3.4.2. Review and resubmit returns or rejects from FLIS, IMM, or Lead Service, if required.

10.3.4.3. Submit recommended cataloging changes, by letter or Data Exchange and/or Proposed Revision of Catalog Data, DD Form 1685, to other Air Force activities.

10.4. Nuclear Cataloging Requests. Cataloging Requests Processed by the Directorate of Nuclear Weapons Management, OO-ALC/NW-OL, Activity SK. This activity located at Kirtland AFB, NM will submit and receive federal catalog data through the Field Command, Defense Nuclear Agency's, located at Kirtland AFB NM, cataloging system as additions and changes occur. These DOE MILSPARES and Special Equipment items even though not managed in the IMCS will appear in IMCS.

Chapter 11

SECURITY CLASSIFIED CATALOG DATA/CRYPTOLOGICAL ITEMS

11.1. Methods of Physical Security Classification. Three methods of Physical Security Classification are used in the USAF supply system. These methods do not represent the security classification of the catalog entry but refer to the physical item and are used, as appropriate, when submitting catalog data for items which require safeguarding.

11.1.1. Method 1. DoD Controlled Inventory Item Codes (CIIC), authorized by DoD 4100.39-M, FLIS Procedures Manual, Volume 10, Chapter 4, Table 61, are as listed below:

Table 11.1. DoD Controlled Inventory Item Codes (CIIC)

CODE	DEFINITION
C	Confidential
S	Secret
T	Top Secret
U	Unclassified

11.1.2. Method 2. CIICs, authorized by DoD 4100.39-M and assigned by the Department of Energy (DOE) or its contractors are used on all forms and in publications specifically related to nuclear ordnance items, regardless of the degree of security, as listed in Table 11.2. The DOE classification codes appear in the C1100-ML/IL-AF(CM) USAF Federal Supply Catalog covering nuclear ordnance.

Table 11.2. CIICs for Nuclear Ordnance Items

CODE	DEFINITION
A	Confidential, Formerly Restricted Data (C-FRD)
B	Confidential, Restricted Data (C-RD)
G	Secret, Formerly Restricted Data (S-FRD)
H	Secret, Restricted Data (S-RD)
K	Top Secret, Formerly Restricted Data (TS-FRD)
L	Top Secret, Restricted Data (TS-RD)

11.1.3. Method 3. CIICs authorized by DoD 4100.39-M and assigned to USAF/ESC, are used on all forms and publications specifically related to cryptologic items, regardless of the degree of security. Cryptologic item data for the Air Force Cryptologic Support Center (AFCSC) items with MMACs of CI, CR, CS, CA, CE, KC, SM, XU, or ZG appear in the DLIS-prepared FEDLOG.

Table 11.3. CIICs for Cryptologic Items

CODE	DEFINITION
D	Confidential, Cryptologic
E	Secret, Cryptologic
F	Top Secret, Cryptologic
9	Controlled Cryptographic Item

Note: For an inclusive list of all CIICs, including Sensitive Item Codes and Pilferage Item Codes, refer to *DoD 4100-39.M*, *FLIS Procedures Manual,* Vol.10, Chapter 4, Table 61.

11.2. Procedures. To ensure uniform submittal and processing of security classification data, including direct submittal of such data to DLIS for NSN assignment, the following procedures supplement normal operating procedures are:

11.2.1. Appropriate AFMC supply catalog data transmittal forms, transmitting Item Identifications (II) containing security classified information, and data to be published in C1100-ML/IL-AF(CM), are prepared and submitted as prescribed for other catalog data, except that all activities must comply with AFI 31-401*, Information Security Program Management* (formerly AFR 205-1) other security directives, and the DoD 4100.39-M *FLIS Procedures Manual.*

11.2.2. In other than the nuclear area, Item Identifications (II) containing security classified information are prepared using the reference method (Type 2) or the partial descriptive method (Type 4, 4A, or 4B II format.) All security-classified data is omitted from these IIs. When necessary, changes to the name of the item are made to preclude compromise of security classified information. In such instances, the following note is added at the bottom of the II: "In describing this item, the reference method or Types 4, 4A, or 4B II format is used to preclude compromise of security classified information."

11.2.3. When an II, described by using the reference method or Types 4, 4A, or 4B II format, becomes declassified, the responsible activity will initiate action to change the type of II to Type 1, 1A, or 1B, as applicable.

Chapter 12

DD FORM 1685 AND JLC FORMS 17 AND 19 COLLABORATION/COORDINATION

12.1.   General. This chapter contains procedures for processing DD Forms 1685, **Data Exchange and/or Proposed Revision of Catalog Data** guidance for processing letters, messages, and telephone requests when collaboration is required, and the cataloging and standardization impact of JLC Form 17, **Nonconsumable Item Material Support Request (NIMSR)**; and JLC Form 19, **PICA/SICA Management Level Change and/or Reassignment Request**.

12.2.   Processing DD Forms 1685.

12.2.1.   The DLIS uses the DD Form 1685 to coordinate additions, changes, or deletions of data elements, characteristics data, reference numbers, FSCs, etc. Collaboration is accomplished according to the *FLIS Procedures Manual*, DoD 4100.39-M, Volume 2, Chapter 2. The DD Form 1685 shall never be used for logistics reassignments.

12.2.2.   The AF cataloging agent uses the DD Form 1685 when requesting collaboration in the above circumstances with other Service/DLA cataloging agents.   They will suspense, control, and process all DD Forms 1685 initiated by them and any another Service or Agency. (The ALCs will not use or respond to this form.) Communication concerning collaboration issues between the ALCs and the AF cataloging agent will be by letter, message, electromail (e-mail), D143C or telephone. When an ALC needs to communicate its needs for nonconsumable item materiel support, logistics reassignment, or PICA/SICA management level changes to another Service or Agency, e.g., FAA, NWS, refer to the instructions below.

12.3.   Processing JLC Forms 17 and 19.

12.3.1.   ALC Responsibility.

12.3.1.1.   The Interservice Focal Points at each ALC shall process and control all Nonconsumable Item Materiel Support Request (NIMSR) and any PICA/SICA Management Level Change and/or Logistics Reassignment Request, JLC Form 17 and 19s submitted by other Services or participating Agencies (e.g., FAA, NWS). NOTE: Only the ALCs are authorized to process or initiate these forms within the Air Force. The AF cataloging agent is not involved in the control, coordination, or processing of these forms, though the result may be a cataloging action.

12.3.1.2.   The AF IM will position (suspend) the catalog management data in D143C (main menu option 1, secondary menu option 8) when the JLC Form 17 is sent through the JLC Form 17/19 Focal Point to the PICA.

12.3.1.3.   ALCs shall use the JLC Form 17 for nonconsumable items when:

12.3.1.3.1.   Collaborating, coordinating, or requesting a MOE Rule addition between Services. **Note:** Once the addition is recorded, the NIMSR shall not be used to obtain follow-on support.

12.3.1.4.   ALCs shall use the JLC Form 19 for items of supply when:

12.3.1.4.1.   Recommending the transfer of PICA responsibilities between Services/Agencies and or any changes to management level data (logistics reassignments). NOTE: If the Air

Force is to become the PICA, process according to Chapter 9 of this manual after collaboration with all SICAs and system managers.

12.3.1.4.2. Requesting a change to an item from consumable to nonconsumable or nonconsumable to consumable.

12.3.1.4.3. Collaborating or requesting the deletion of MOE Rule data between Services. With ALC approval, the AF cataloging agent may submit a MOE Rule delete action for an Air Force SICA MOE Rule when the PICA activity does not respond to the JLC Form 19. **Note:** If the NSN has an AAC other than "Y", with no phrase codes, the requested action via the D143C system should be to "change AAC to Y".

12.3.1.4.4. Requesting or proposing management level changes.

12.4. The AF Cataloging Agent Responsibilities.

12.4.1. When collaboration or coordination of JLC Forms 17 and 19 are complete, cataloging actions are processed according to DoD 4100.39M, *FLIS Procedures Manual* and Chapters 6-10 of this manual. The use of these forms is covered by AFMCR 400-21, *Wholesale Item Management and Logistics Support of Multi-Service Used Nonconsumable Items.*

12.4.2. Other Service-Initiated JLC Forms 17 and 19 received by the AF cataloging agent will be forwarded to the applicable ALC Interservice Focal Point for processing.

12.5. Intra-Air Force Logistics Reassignment for Air Force SICA NSNs.

12.5.1. If another Service/Agency is the PICA and an intra-Air Force logistics transfer is required between ALCs, the losing ALC will collaborate with the gaining ALC via email, letter, or the like.

12.5.2. Upon concurrence from the gaining ALC, the losing ALC will position (suspend) the catalog management data in D143C.

Chapter 13

PRIORITY SYSTEM FOR OBTAINING NATIONAL STOCK NUMBERS (NSN) AND PRIORITY STOCKLIST CHANGES (PSLC) OF AF-MANAGED ITEMS.

13.1. Priority FLIS Processing. Priority indicator codes are used by the FLIS to expedite NSN assignment. DoD 4100.39-M, *FLIS Procedures Manual,* Volume 10, Chapter 4, Table 24, contains these codes, which define how fast FLIS reacts to a cataloging request.

13.2. Priority System for Obtaining NSNs. Note that there is a small or limited time differential in the actual FLIS processing time between the various priority codes. When an NSN is needed in an emergency, particular attention will be given to the handling of Requests for Cataloging Data/Action. In expediting *priority* NSN assignment between the IM/ALC focal point and the responsible AF cataloging agent focal point and cataloging office, the transmittal of the Request for Cataloging Data/Action data can be accomplished by priority message, e-mail, or facsimile depending on the urgency of the required NSN. The AF cataloging agent will use the D143C data system to accomplish this requirement., hence maintaining record management and control. No other data system or procedure will be used.

13.3. PSLC of Air Force-Managed Items.

13.3.1. When an IM determines that logistical support is being seriously jeopardized due to erroneous catalog data, an expeditious revision, using the PSLC method, may be submitted through the ALC focal point assigned to the Provisioning Support Office (PSO)/CATM.

13.3.1.1. As changes occur, to the person, office, or communication links of the ALC focal point for PSLCs, notify the AF cataloging agent PSLC monitor.

13.3.2. Any request requiring an immediate change can be submitted as a PSLC through the D143C system only, unless the NSN has an ERRC Code N or P and the request is submitted in Oct or Nov during the annual surcharge pricing update blackout. Data elements in FLIS segments A, B, C, E, H, or V may be updated including Unit of Issue, but excluding the item pricing structure for the MSD items and changing the AAC to "Y" of an item of supply. An 8C1-T transaction must be submitted through D143C by the Materiel Management Team.

13.3.3. The ALC focal point will submit these requests to the cataloging agent PSLC monitor (or alternate) by telephone, directly or through the DLIS Customer Service Office, DSN 932 4725, identifying the NSN, specific data element change(s) required, and the assigned control number.

13.3.3.1. If the number of NSNs requiring stocklist change exceeds 25, submit requests by e-mail or facsimile to the cataloging agent PSLC monitor. Major revisions may require more (and specific) information. For example, when the change request is for an ERRC Code change or reactivation, the related SoS, AAC, Fund Code, U/I, Budget Code, Unit Price, MMAC, PVC, and MOE Rule must also be submitted.

Table 13.1. Priority Stocklist Change Monitor/Focal Points

Location and Title	Name & Office	Addresses	DSN Phone Numbers	Email and FAX Numbers
DLIS PSLC Monitor	Terry Walker DLIS-KFAD	DLIS-KFAD (Walker) 74 Washington Ave. N Suite 78, Battle Creek, MI 49017-3084	DSN932-5406 269-961-5406	twalker@dlis.dla.mil- FAX DSN: 932-5109/ 5682 FAX 269-961-5109 or 5682
OO-ALC Focal Points	Ron Martin, LGMS, Bill Gurnee, LGMS	OO-ALC/LGMS 6009 Wardleigh Rd, Building 1209 Hill AFB, UT 84056-5838	DSN 777-4766 DSN 777-5066	ron.martin@ogden.af.mil bill.gurnee@ogden.af.mil. FAX DSN: 586-3367
OC-ALC Focal Point	Pam Jones LGMS	OC-ALC/LGMS 3001 Staff Dr. Ste. 1 1AI87A Tinker AFB, OK 73145-3047	DSN 336-3032	pamela.jones@tinker.af.milFAX DSN: 336-5169
WR-ALC Focal Points	Linda Luper TILPB Ruth Ann Rhodes Linda Cannon	WR-ALC/LGMS 420 2nd St, Suite 200 Robins AFB, GA 31089-1640	DSN 468-6301 DSN 468-3057 DSN 468-3424	linda.luper@robins.af.mil. ruthann.rhodes@robins.af.mil. FAX DSN: 468-1642linda.cannon@robins.af.mil.

Chapter 14

NSN ASSIGNMENT BEFORE ACCEPTING DELIVERY & SHIPMENT WITHOUT NSN

14.1. Purpose. This chapter establishes policies and responsibilities for identifying items of supply in the FCP before delivery to USAF activities.

14.2. Policy. NSN assignment will be completed prior to shipment by a contractor. Air Force policy for identifying and cataloging items of supply entering the Air Force inventory is contained in AFMAN 23-110, Volume 1, Part 1, Chapter 7, section A. If in the interest of effective supply support, an item(s) need to be shipped prior to receiving an NSN the item(s) may be shipped under the assigned NC number.

Chapter 15

FOREIGN MILITARY SALES (FMS)

15.1. Purpose.

15.1.1. The requirement to perform cataloging functions for the FMS program is driven by the United States Air Force's (USAF's) obligation to provide logistic support for all items and configurations which have been sold through USAF FMS programs as directed by AFMCM 16-101, *International Affairs and Security Assistance Management.* The following items are exceptions as USAF follow-on support obligations:

15.1.1.1. Items which have been altered or re-engineered by an FMS purchaser.

15.1.1.2. Items or systems may be specifically excluded from USAF follow-on support by the original sales agreement which is called the "Letter of Offer and Acceptance" (formerly DD Form 1513, **United States Department of Defense Offer and Acceptance**). NOTE: Exceptions to this policy may be granted by the director, Defense Security Assistance Agency (DSAA).

15.1.2. The execution of the above requires the United States Air Force (USAF) to continuously provide many items of supply to foreign countries which are not supplied to USAF operating bases. Some of these items may have other Service/Agency (S/A) users and managers. The purpose of this chapter is to mandate and describe the creation of cataloging records which facilitate the efficient automated processing and control of USAF FMS requisitions, procurements, billings, and case management.

15.1.3. This chapter introduces the concept of FMS sponsorship. USAF FMS sponsorship of a foreign country on a National Stock Number (NSN) is indicated by the recording of a unique Major Organizational Entity (MOE) Rule in Segment B of FLIS per *FLIS Procedures Manual*, DoD 4100.39-M, Volume 13, *Materiel Management Decision Rule Tables*. There are two general categories of FMS sponsorship. These categories are FMS Primary Inventory Control Activity (PICA) sponsorship and Secondary Inventory Control Activity (SICA) sponsorship, each of which assigns specific responsibilities to the USAF.

15.1.3.1. FMS PICA Sponsorship.

15.1.3.1.1. The recording of a USAF FMS PICA MOE Rule on an NSN establishes USAF as the responsible procuring service for FMS requirements. Inherent in this responsibility is USAF obligation to receive and process FMS requisitions received directly from foreign countries.

15.1.3.1.2. The recording of a USAF FMS PICA MOE Rule on an NSN indicates that an inventory of that NSN is not established and is not replenished if a residual inventory already exists because of previous Air Force use.

15.1.3.1.2.1. If an item is initially procured and cataloged because of an FMS requirement, an Air Logistics Center (ALC) inventory is not established.

15.1.3.1.2.2. If a USAF managed standard item (i.e., DOD used) becomes obsolete to DOD, but continues as an FMS requirement, USAF FMS PICA sponsorship is assigned. Inventories of such items are not disposed of, nor are they replenished. Requisitions for such items will be satisfied from existing stock until exhausted. Subsequent requisitions will be satisfied by new procurement, repair of reparables, or reclamation.

15.1.3.2. FMS SICA Sponsorship.

15.1.3.2.1. The recording of a USAF FMS SICA MOE Rule on an NSN establishes USAF as having an FMS interest in the item; that is, USAF receives FMS requisitions for the item. It also indicates that another DOD activity is responsible for supporting USAF FMS requirements. The USAF is responsible for passing foreign country requisitions to the Integrated Materiel Manager (IMM) or Lead Service, and for recording such transactions.

15.1.3.2.2. The recording of a USAF FMS SICA MOE Rule on an NSN indicates that the USAF does not establish an inventory of that item.

15.2. Applicability. These policies and procedures are applicable to those organizations participating in the normal cycle of processing items and systems under an FMS program, which include, but are not limited to the ALC, HQ AFMC/LGIS (formerly CASC), Defense Logistics Information Service – Air Force Cataloging Agent and Air Force Security Assistance Center (AFSAC).

15.3. Impacted Data Systems. HQ AFMC/LGI and Material Systems Center (MSG), performs modifications, as required, to the following logistics data systems to accommodate the concept and support the required data interface between DLIS, AFMC, contractors, and FMS country participants:

15.3.1. Acquisition and Due In System (ADIS) (J041).

15.3.2. FLIS Edit and Routing System (FERS) (D143C).

15.3.3. Automated Intersite Gateway (AISG) (M024B).

15.3.4. Base Account Screening Exercise System (BASES) (D046).

15.3.5. Item Management Control System (IMCS) (D043).

15.3.6. Master Item Identification Data Base System (MIIDB) (D043A).

15.3.7. Security Assistance Management Information System (SAMIS) (W001).

15.3.8. Item Manager Wholesale Requisition Process (IMWRP) (D035A).

15.3.9. Stock Number User Directory (SNUD) (D071).

15.3.10. Suspense and Control System (SACS) (D036).

15.4. Policy and Procedures. The Federal Catalog Program (FCP) identifies items, which are of interest to the Air Force because of FMS commitments. These items may be standard or nonstandard.

15.4.1. Standard Item. In the FMS environment, "standard" identifies an item that is managed and used by DOD.

15.4.1.1. Air Force Managed NSNs (Consumable/Nonconsumable). If a recurring FMS requirement exists, the recording of appropriate foreign country MOE Rules is required. This will be accomplished centrally by AFSAC based on requisitions recorded in the SAMIS. Although the ALC does not have the responsibility to record these foreign country MOE Rules on established NSNs, as a contingency capability only, the Document Identifier Code 8C2-G or 8C1-C/8C2-C transaction may be used to record them on Air Force managed NSNs only.

15.4.1.1.1. FMS countries are not required to obtain MOE Rule registration prior to requisitioning items from the USAF inventory. The SAMIS edits against FMS requisitions prior to

passing them to the D035A System for support. To preclude an excessive drain of USAF assets by FMS countries, SAMIS codes requisitions as programmed or non-programmed based on an Eligible to be Programmed Quantity (EPQ). Programmed requisitions contain a "D" in record position 30 with a "1" in record position 72, while non-programmed requisitions contain a "D" in record position 30 with an alpha, 2, or a blank in record position 72.

15.4.1.2. Other S/A Managed NSNs (Consumable/Nonconsumable), Air Force Used. When an FMS requirement exists, the recording of foreign country MOE Rules is required. This will be accomplished centrally at AFSAC based on requisitions recorded on SAMIS.

Note: FMS requisitions, originating from other Services, will be processed according to *Wholesale Inventory Management and Logistics Support of Multi-Service Used Nonconsumable Items*, AFMCR 400-21, paragraph 5-9.c.(2).

15.4.1.3. Other S/A Managed NSNs, Excluding Coast Guard and Federal Aviation Administration (FAA) (Consumable/Nonconsumable), Not Air Force Used. When an FMS requirement exists, the System Program Manager (SPM) ALC will first determine the subsystem in which the item is contained. The ALC that manages or would manage that subsystem is responsible for submitting the appropriate Air Force FMS SICA sponsor MOE Rule (i.e., F1KZ, FCL1, FHD4). The FMS SICA sponsor MOE Rule selected will reflect the level of authority (LOA) compatible with the managing S/A LOA. A review of Segment B of the FLIS Total Item Record (TIR) is required to make this determination. Air Force FMS SICA sponsor MOE Rules will be submitted by the appropriate subsystem manager ALC, to DLIS, using the 8A1-B transaction. Catalog Management Data (CMD) will reflect that which is recorded in Segment H of the TIR by the IMM or lead service with the exception of Acquisition Advice Code (AAC) and Air Force peculiar data (Expendability, Recoverability, Reparability, Category {ERRC}, Fund, and Budget Codes). Air Force peculiar data does not necessarily have to align with the PICA's data; however, the data will be consistent with standard Air Force coding. Unless the PICA's AACs are "F" or "L," Air Force will apply AAC "P" to its FMS items (LOA "99"). If the PICA AAC is "F" or "L," Air Force will use the same code. For FMS requisitions, originating from other services, see NOTE at 15.4.1.2.

15.4.1.4. Coast Guard or FAA Managed NSNs (Consumable/Nonconsumable), Not Air Force Used. Neither the Coast Guard nor the FAA supports Air Force FMS sponsorship requirements. The registration of an FMS requirement on a Coast Guard or FAA NSN requires an ALC generated 8A1-B transaction using the applicable LOA 99 USAF FMS PICA MOE Rule (i.e., FMSG). The recording of foreign country MOE Rules will be accomplished centrally by AFSAC based upon data recorded in SAMIS. For FMS requisitions, originating from other services, see NOTE at paragraph 15.4.1.2.

15.4.2. Nonstandard Items. In the FMS environment, "nonstandard" describes an item that is not stocked in the DOD inventory nor procured for regular use by the DOD.

15.4.2.1. Non-cataloged (NC) Numbers:

15.4.2.1.1. NC numbers will be assigned to nonstandard items when an NSN assignment is required. The ALC and AFSAC use its unique FMS PICA MOE Rule, Source of Supply (SOS), and Materiel Management Aggregation Code (MMAC) as shown in Table 15.1.

15.4.2.1.2. NC numbers are processed in the same manner as standard items with the exception that once the stock number is assigned, DLIS will forward the item to the approiate cata-

loging agent for registration of the foreign country MOE Rules. DLIS will prepare the item identification (II), and register the Air Force FMS MOE Rule.

15.4.2.1.3. Standard NC data, input into the D143C System, will be used; i.e., 8A1, 8A2, 8A3, 8A4, and 8A5. See Chapter 8 of this manual. It is mandatory that the ALCs indicate, on the 8A5 format, the foreign country MOE Rules and complete FMS case designators (Master Case Designator Code and Sub Case/Line Item Code). Both the ALC and AFSAC will require application data and an indication of availability or non-availability of technical data.

15.4.2.1.4. When several foreign country MOE Rules are submitted for user registration on an NC package, DLIS prorates cataloging costs among the supported countries to ensure equitable cost sharing. DLIS will forward the cataloging cost information to its billing agent, Defense Reutilization Marketing Services (DRMS), for preparation of SF Form 1080, **Voucher for Transfers Between Appropriations and/or Funds**. When a foreign country is recorded as a user, subsequent to NSN assignment, it is required to pay only the cost of the addition of its MOE Rule.

15.4.2.1.5. Substitute Items. Refer to Chapter 8 of this manual, paragraph 8.7.

15.4.2.2. Non-definitive (ND) Numbers. The use of ND numbers on nonstandard items (part numbers) for one time procurement is authorized; however, if a follow-on support requirement through FMS is known or anticipated, the country is required to establish an FMS case for NSN assignment and MOE Rule registration. The ALC will request ND waivers and will delete these ND numbers as soon as all actions are completed (i.e., shipment, delivery, billing, etc). See Chapter 8 of this manual for completion actions.

15.4.2.3. Initial Spares Part Number Listing. Periodically, the ALCs will receive contractor listings for initial spares that contain only the Commercial and Government Entity (CAGE) Code and part number. Review of these items may reveal items that are used in subsystems managed by other ALCs. The ALC in possession of the listing will collaborate, in writing, with the ALC that manages the subsystem and furnish the listing and available technical data. This will enable the ALC Item Manager (IM) for the subsystem to initiate cataloging action.

15.4.2.4. NSNs - Foreign Registration only. If an ALC is aware of an FMS requirement for a nonstandard item, that ALC is responsible for determining subsystem application. If the subsystem is managed by the determining ALC, that ALC will establish their LOA 99 FMS PICA sponsor MOE Rule (i.e., FMSG) and appropriate CMD via an 8A1-B transaction into D143C. If the determination is made that the item is applicable to a subsystem that is managed, or would be managed, by another ALC, the transferring ALC/Directorate of Materiel Management (DMM) will notify the receiving ALC/DMM, in writing, of the NSN, part number, and Technical Order (T.O.) figure and index numbers. The receiving ALC will validate subsystem application and assume management responsibility by recording their LOA 99 FMS PICA sponsor MOE Rule (i.e., FMSG) and establishing appropriate CMD records.

15.4.2.5. NSNs - CMD. Establishment and maintenance of CMD on NSNs with FMS sponsor MOE Rules is required. Normal file maintenance for CMD changes, as reflected in Chapter 9 of this manual, applies (i.e., 8C1 for NSNs and ND numbers). All CMD establishment and maintenance in FLIS, for items citing LOA 99, are for Air Force service line of CMD only (Maintenance Action Code "SS"), with a 0-60 day future effective date. See Chapter 9 of this manual for format.

15.4.3. Conversion of FMS Items. Prompt MOE Rule and CMD changes will be made to items as their status changes, i.e., FMS nonstandard (no DOD requirement) to standard (DOD requirement) and from standard to FMS nonstandard.

15.4.3.1. In either situation, the ALC will submit an 8A1/8C1 transaction requesting MOE Rule change and CMD realignment.

15.4.3.2. When an item, which was originally cataloged with the FMS PICA sponsor MOE Rule (i.e., FMSX), becomes required for use by the Air Force, the MOE Rule will be converted to a standard Air Force PICA MOE Rule (LOA 06 or 22, i.e., FXX5, FXX4). The Air Force management data will be added to the NSN, as well as the appropriate foreign country MOE Rule(s) (i.e., YS01, ZK01).

15.4.3.3. When an item, which was originally cataloged with the FMS PICA sponsor MOE Rule (i.e., FMSG) becomes required for Air Force use, and is subsequently item management coded to Defense Logistics Agency (DLA), the ALC will submit a "Condition 2" Supply Support Request (SSR) to the appropriate DLA center. The "Condition 2" SSR indicates the NSN is not presently active. The ALC will provide the new MOE Rule, indicating the residual Federal Supply Class (FSC) ALC, DLA center (i.e., FSC 6110 = FXCX), and anticipated requirements. When an ALC is recorded as FMS SICA sponsor, and the item becomes required for Air Force use, an SSR will be submitted to the managing S/A reflecting the MOE Rule of the residual FSC ALC along with projected requirements.

15.4.3.4. Air Force will not support another service requirement if Air Force is recorded as FMS PICA sponsor (i.e., FMSG) only. Air Force is procuring the item to satisfy FMS requirements and will not adopt and manage an item to support another service.

15.4.3.5. When another service (with exception of the Coast Guard and FAA) requires an item of which Air Force is FMS PICA sponsor, the Air Force IM will notify the other service IM to assume management of the item and support the Air Force FMS requirement. Air Force will supply the appropriate FMS SICA sponsor MOE Rule to the supporting service. NOTE*:* When the Air Force is recorded as an FMS PICA sponsor (LOA 99), Coast Guard is recorded with an LOA 26 MOE Rule.

15.4.3.6. When the other service has only an FMS requirement for an item for which Air Force is recorded as FMS PICA only, the other service will apply its own FMS PICA sponsorship (LOA 99) to that item. Each service is authorized to manage its own FMS requirement with a LOA 99 MOE Rule. No centralized DOD Manager is assigned for an NSN when only FMS requirements are involved.

15.4.3.7. When the Air Force has a requirement for an item on which another service is recorded as FMS PICA sponsor only, the Air Force will assume management responsibility and support the other service's FMS requirement.

15.4.3.8. When Air Force has an FMS only requirement for an item that another service is recorded as FMS PICA sponsor, then Air Force will establish its own FMS PICA sponsorship (LOA 99).

15.4.3.9. Air Force Requisitions for FMS NSNs.

15.4.3.9.1. If an Air Force base, after thorough research, determines that an FMS nonstandard item may be a logical spare for AF use, that base may submit a request for ALC support by:

15.4.3.9.1.1. Off-line Part Number Requisitions (PNRs). This request is submitted to the sponsoring ALC by FAX in Military Standard Requisition and Issue Procedures (MIL-STRIP) format. Because the Defense Automated Addressing System (DAAS) has an edit to reject requisitions to NSNs which are identified with AAC "P" (FMS), these requests must be forwarded off-line. The guidance in AFMAN 23-110, Volume 1, Part 2, Chapter 2; Part 4, Chapter 2; and Volume 3, Part 3, Chapter 16, applies to the preparation of these requests. The bases will provide full justification, which includes T.O. figure and index, to support their request.

15.4.3.9.1.2. DD Form 1348-6 (Non-NSN Requisition). Submit DD Form 1348-6**, DoD Single Line Item Requisition System Document**, prepared per USAF Supply Manual, AFMAN 23-110, Volume 1, Part 1, Chapter 25 and Part 2, Chapter 2, to the sponsoring ALC. This form will be fully completed before forwarding.

15.4.3.9.2. Concurrent with their off-line PNR or DD Form 1348-6 submittal, Air Force bases are encouraged to submit a Request for Cataloging Data/Action, prepared per AFMAN 23-110, Volume 1, Part 1, Chapter 7 and Volume 2, Part 2, Chapter 27, to: DLIS, 74 Washington Avenue N., Suite 7, Battle Creek MI 49017-3084, requesting Air Force adoption of the NSNs. Full justification will be provided. This justification includes T.O. figure and index, or, if none exists as on some non-aircraft type items, cite type of item, application, and the impact on the mission if the items are not adopted for Air Force use. DLIS will process and forward these requests to the applicable ALCs for technical review.

15.4.4. Funding. Cataloging and standardization tasks, initiated by the ALC and performed by DLIS, are to be accomplished by manpower (personnel equivalents) funded by the FMS administrative surcharge budget as opposed to FMS case funds. No special billing procedure is required as this is considered normal FMS support. Cataloging actions which do not involve NSN assignment or MOE Rule registration (by DLIS-SBA) are not case funded. Routine DLIS actions include updating CMD or transferring item management responsibility from one ALC to another. DLIS is reimbursed for its services by FMS case funds.

15.4.5. Logistics Reassignments. When it is determined that a logistics management transfer must be made between ALCs, the losing ALC will officially notify the gaining ALC by letter. The losing ALC will cite all available data, and obtain branch level approval. The gaining ALC will validate and submit the request for MOE Rule change and CMD realignment through D143C. Refer to AFMAN 23-110, Volume 1, Part 1, Chapter 7. Disagreements on item management will be referred to HQ AFMC/XPX.

15.4.6. Directorate of Nuclear Weapons Management (Activity SC). Special FMS sponsorship MOE Rules have not been established due to their limited involvement in FMS. ND numbers will be assigned to items anticipated as "a-one-time-buy." If recurring demands are anticipated, NSNs will be assigned utilizing standard coding with the exception of the AAC, which will be "P."

Table 15.1. NC Number Assignment to Nonstandard Items

MOE RULE	ACTIVITY CODE	PICA	LOA	SOS	MMAC
FMSU	SU	(OO-ALC)	99	F4U	XA/XL/XT/XW
FMSX	SX	(OC-ALC)	99	F8U	XV
FMSG	TG	(WR-ALC)	99	F2U	EX/XG/XY/XZ

Chapter 16

REQUEST FOR HAZARDOUS MATERIALS IDENTIFICATION

16.1. Purpose. This chapter provides the procedures to be used by each Air Logistics Center (ALC) for requesting cataloging data and actions on hazardous materials as defined by Federal Standard 313D *Preparation and Submission of Material Safety Data Sheets*; Department of Defense (DoD) 6050.5-M, *DoD Hazardous Material Information System (HMIS) Procedures*; and AFI 32-7086, *Hazardous Materials Management*. These procedures apply to all cataloging requests, including Foreign Military Sales (FMS).

16.2. Processing AF Forms 86 and AFMC Forms 993.

16.2.1. Equipment Specialist (ES) Responsibilities.

16.2.1.1. When the item is hazardous material other than explosive, prepare an AF Form 86 in triplicate; see AFMAN 23-110, Vol. 1, Part 1, Chap. 7. Mark the "AD" block of the request with a double asterisk (**) and annotate hazardous comments in the "Remarks" block (Block VI).

16.2.1.2. Prepare an AFMC Form 993 in triplicate. Coordinate with Packaging/Transportation, Ground Safety, Bioenvironmental Engineering and Environmental Management to obtain essential data: name of article, amount (i.e., ounce), whether liquid or solid, flash point, radionuclide per container, toxic or nontoxic data, etc., as pertains to the hazardous material. Ensure separate National Stock Number (NSN) assignment requests are made for radioactive and non-radioactive items. Also, radioactive items having different isotopes will be assigned separate NSNs.

16.2.1.3. After Item Manager (IM) review, forward the AF Forms 86, with AFMC Forms 993 attached, to the Provisioning Support Office (PSO)/CATM (Residual Cataloger), within 10 working days of initiation, for completion of management data and coordination. (RCS: DD-A & T {AR} 1486 applies.)

16.2.2. Provisioning Support Office (PSO)/CATM (Residual Cataloger) Responsibilities. The PSO/CATM will suspense the AF Forms 86 and the AFMC Forms 993. Within 10 working days of receipt, the original and two copies of the AF Form 86, with the AFMC Forms 993 attached, will be forwarded to the appropriate Ground Safety, Bioenvironmental Engineering and Environmental Management Offices. When the package is returned it will be forwarded immediately to the Defense Logistics Information System (DLIS-KF), 74 Washington Ave. N, Suite 7, Battle Creek, MI 49017-3094. Within 10 working days of receipt, the Ground Safety, Bioenvironmental Engineering and Environmental Management Offices will verify the hazardous classification data on the AF Forms 86 and forward the request, with the AFMC Forms 993 attached, to the Packaging Office. The Packaging Office will, within 15 working days of receipt, use the AF Forms 86, with the attached AFMC Form 993, to update the DoD 6050.5-M, *Hazardous Materials Information System Item Listing*.

16.2.3. Bioenvironmental Engineering Office, Environmental Management and Ground Safety Office Responsibilities.

16.2.3.1. The Ground Safety, Bioenvironmental Engineering and Environmental Management will sign the Coordination block of the AF Form 86.

16.2.3.2. Verify the validity of the "R" phrase data in Block IV. Coordinate non-concurrence in data with the ES within 10 working days of original receipt.

16.2.3.3. Will enter the Department of Transportation (DoT) hazard classification data in Block VI of the AF Forms 86. **Note***:* An interim classification will be entered (and so designated) if sufficient data is not available to make a final determination. Within 20 working days of receipt, forward one copy of the AF Form 86, with an attached copy of AFMC Form 993, to the Packaging Office.

16.2.3.4. Return the original and one copy of the completed AF Form 86, with AFMC Form 993 attached, to the PSO/CATM from EM/SGB/SEG within 20 working days of original receipt.

16.2.4. Air Force Cataloging Agent Responsibilities.

16.2.4.1. They will process the necessary cataloging transactions with appropriate processing timeframes to enter the phrase data and hazardous characteristics of the item into the Federal Catalog Program (FCP). Such action will cause the appropriate phrase codes and specific hazardous characteristics to appear in the Federal Logistics Data (FED LOG available on CD or DVD which indicates to the using activities that the items contain hazardous materials. If a new item request is received without AFMC Forms 993 but with data indicating the presence of hazardous material, they will process according to existing directives without hazardous material information. After receipt of an NSN, the package will be returned to the IM at the ALC or Contractor ICP with a request to review for hazardous material. The IM will coordinate the AFMC Forms 993 with Ground Safety, Bioenvironmental Engineering and Environmental Management and return it to the AF cataloging agent for NSN upgrade. When hazardous and non-hazardous items of production are available to satisfy an item of supply concept (requirement), two NSNs will be assigned. One NSN will be assigned to the hazardous item(s), the second will be assigned to the non-hazardous item(s). An accompanying Material Safety Data Sheet (MSDS) will identify chemical composition. These items will be interchangeability and substitutability (I&S) grouped, the less or non-hazardous item will be designated the master of the I&S group.

16.2.4.2. Upon completion of action for NSN assignment, adoption for Air Force use of an existing NSN, or revision to an existing NSN, the AF cataloging agent will provide a completed copy of the AF Form 86, with AFMC Form 993 attached to the PSO/CATM component as notification of the completed action.

16.3. Publication of Hazard Classification Data. Hazard classification data is not included in the FED-LOG or Stock Number Users Directory (SNUD), D071 System, stocklist changes. Therefore, users, handlers, and transportation components must consult HMIS for hazard classification and/or other related information pertaining to hazardous materials.

PART 4

RELATED USAF MATERIEL IDENTIFICATION PROGRAMS AND PROCEDURES

Chapter 17

USAF IMPLEMENTATION OF THE FEDERAL SUPPLY CLASSIFICATION (FSC) AND USAF MATERIEL MANAGEMENT AGGREGATION CODIFICATION (MMAC) SYSTEM

17.1. Purpose and Scope of the FSC and MMAC Systems.

17.1.1. The FSC system is designed to serve multiple functions of logistics management and permit a uniform classification of all items of supply used by military departments, civilian agencies of the government, and participating North American Treaty Organization (NATO) countries. Basic principles and federal rules as they apply to designating the FSC of an item of supply are in *Federal Supply Classification, Groups and Classes,* Cataloging Handbook H2-1; *FSC Numeric Index of Classes,* Cataloging Handbook H2-2*; Federal Item Name Directory,* Cataloging Handbook H6; and *FLIS Procedures Manual* DoD 4100.39-M, Volume 4, Chapter 2.

17.1.2. The USAF MMAC System is an auxiliary classification tool, which permits a broader commodity classification detail than provided under the rules of the Federal Catalog Program (FCP), but it must be restricted to intradepartmental usage and transactions. Use of MMAC is authorized by and must be used in accordance with the D086 Mission Workload Assignment System database at   **http://www.msg.wpafb.af.mil./d086/.**

17.2. Responsibilities.

17.2.1. Headquarters Air Force Materiel Command will:

17.2.1.1. Manage the FSC program within the Air Force.

17.2.1.2. Provide a USAF representative to the Joint Federal Cataloging Committee (FCC).

17.2.1.3. Submit to DLIS all recommendations for changes in FSC principles, rules, and structure, which are considered essential for efficient logistical operations.

17.2.1.4. Resolve all FSC conflicts between two or more interested USAF activities.

17.2.1.5. Input necessary changes/corrections to D086 System (Mission Workload Assignment).

17.2.2. Cataloging Activities will:

17.2.2.1. Determine the FSC assignment for new items entering the USAF Supply System.

17.2.2.2. Ensure all new items are properly classified according to rules of the FSC System.

17.2.2.3. Review, in conjunction with the FSC Item Manager, all MMAC assignments (except the reclassifications by DLIS as specified in paragraph 17.4.2.) to ensure compliance with requirements.

17.2.2.4. Review the FSC structure for the purpose of proposing changes.

17.2.2.5. Submit FSC structure proposals following procedures in Chapter 3 of this manual.

17.3. Procedures Applicable to New Items Requiring NSN Assignment.

17.3.1. The initial FSC/MMAC assigned to a new item entering the USAF Supply System, via the provisioning process, is reviewed by the AF cataloging agent technicians prior to cataloging action.

17.3.1.1. If the initial FSC/MMAC assigned to the item is correct, the item is processed to DLIS for NSN assignment.

17.3.1.2. If it has been determined the initial FSC/MMAC assigned to the item is incorrect and requires an FSC change, the gaining FSC technician will:

17.3.1.2.1. Annotate the changes (FSC/MMAC) in the D143C System by accessing the message (MSSG) screen and assigning one of the five response codes (FA through FE) for FSC/MMAC changes on new non-cataloged (NC) item requests.

17.3.1.2.2. Notify the responsible ALC or Contractor ICP when the item cannot be processed using D143C (for security reasons) because of the FSC change using the appropriate DLIS form.

17.3.1.3. When the FSC change does not change management responsibility, the item is processed to the AF cataloging agent for NSN assignment.

17.3.1.4. When changing the FSC changes management responsibility:

17.3.1.4.1. The ALC may request a management transfer at the time of the FSC change. The gaining ALC will furnish a written request to the cataloging activity for the management change with a copy of the losing ALC's concurrence.

17.3.1.4.2. When the AF cataloging agent initiates an FSC change, item management responsibility will be retained at the originating ALC by application of the following rules:

17.3.1.4.2.1. If a MMAC has been assigned and an FSC change is required, the AF cataloging agent will assign the new FSC and retain the assigned MMAC submitted with the old FSC.

17.3.1.4.2.2. If a MMAC has not been assigned, the AF cataloging agent will assign the new FSC and the residual MMAC for the old FSC.

17.3.1.5. When an FSC change creates an incompatibility between the FSC/MMAC, the losing AF cataloging agent will coordinate the necessary changes to the Workload Mission Assignment System, D086 System, with HQ AFMC/LGIS.

17.3.1.5.1. HQ AFMC/LGIS will update D086 System to reflect the new FSC/MMAC compatibility upon approval of HQ AFMC/LGIA, MMAC policy office.

17.4. Procedures Applicable to New Items Submitted for NSN Assignment Which Match Existing NSNs in an FSC Other Than the Requested FSC.

17.4.1. When a new item, submitted for NSN assignment, matches an existing NSN in an FSC other than the one signified by the submitted FSC, the cataloging activity will notify the initiator through the D143C System of the matching NSN.

17.4.1.1. The IM at the initiating ALC or Contractor ICP will attempt to cancel the procurement action on the item. If this cannot be accomplished, the IM of the matching NSN will be notified in writing.

17.4.1.2. An NSN will be assigned to the new item; however, the NSN will be canceled as a duplicate to the existing NSN after delivery of initial procurement.

17.4.2. Regardless of the MMAC assigned to the new item, the MMAC assigned to the matching NSN will be retained.

17.5. Undelivered Contract Balances. When an item is reclassified and additional quantities of the item remain undelivered on the active contract, the contractor is notified of the change in NSN resulting from the reclassification. The following actions are taken:

17.5.1. The losing activity will notify the contractor of the NSN change through the contract administration office as soon as the verification of the change is received from the AF cataloging agent.

17.5.2. If the losing manager is not within the activity having responsibility for the contract involved, the losing manager will advise the responsible activity at the same time the contractor is notified of the NSN change in order to revise all pertinent records.

17.5.3. The losing manager will furnish complete information, by letter, to the servicing or responsible contract administration activity.

17.6. FSC and MMAC Changes to Existing NSNs. The following conditions require FSC or MMAC changes:

17.6.1. A published structural change has changed the classification of an item to another FSC.

17.6.2. An item is improperly classified in one class and is correctly classified in another FSC.

17.6.3. An item is improperly described and the revised item identification (II) requires an FSC change.

17.6.4. A change in the item of supply concept necessitates a change in classification of the item.

17.6.5. The transfer of an item from one weapon system commodity grouping or other management aggregation grouping to another aggregation.

17.6.6. An item canceled as a duplicate or replaced by another NSN.

17.7. Processing of FSC Change. Notification of an FSC change to an Air Force-managed item is sent by The AF cataloging agent to the HQ AFMC IMCS, which will generate a transaction code 118. The item is established without a change to the Air Force IM-ALC (AFMC PD 90-5, *AFMC Mission Assignments*). This is accomplished by assigning, when appropriate, the losing FSC/MMAC to the item in the gaining FSC, regardless of the valid FSC and MMAC combinations in the Workload Mission Assignment System, D086 System. One exception is when the gaining FSC is a total MMAC class and the assignment of the losing FSC MMAC or residual MMAC would be an invalid MMAC for the gaining FSC, for example: Federal Supply Group (FSG) 18 or FSC 4960.

Chapter 18

UNITED STATES AIR FORCE (USAF) MATERIEL IDENTIFICATION AND PROVISIONING RELATIONSHIP

18.1. Relationship. Provisioning of spare parts for future support of USAF weapons systems, equipment, or end articles provides the bulk of new NSN assignments. Materiel identification (cataloging) and item standardization processes form a crucial relationship with provisioning and acquisition logistics. An effective provisioning effort ensures accurate data. Obtaining technical documentation permits complete Item Identification (II), IEC, NSN assignment, and logistics management data determination. The goal of our acquisition process is to obtain state of the art, cost effective equipment items, which meet our materiel management needs. Only those new items reliable, maintainable, available, and cost effective should be permitted to enter the USAF Supply System. The determination, identification, and dissemination of supply data provide the basis for assuring efficient system, equipment, and end article logistics to support the entire operational life of the system.

18.1.1. The governing regulation is DoDI 5000-2AF SUP1, *Acquisition Management Policies and Procedures.*

18.2. Responsibilities.

18.2.1. HQ AFMC/LGIS will:

18.2.1.1. Ensure the quality, timeliness, and compatibility of materiel identification and IEC policies properly relate to provisioning and acquisition logistics policies and requirements.

18.2.1.2. Plan, develop, provide, and maintain policies and criteria necessary to assure accomplishment of support for the provisioning function through IEC, materiel identification, and NSN assignment on initially provisioned items entering the USAF Supply System.

18.2.1.3. Direct and guide implementation of policies and criteria in support of provisioning and acquisition logistics.

18.2.1.4. Oversight of the cataloging activity's participation in pre-proposal, guidance, and provisioning source coding conferences ensuring that contractual requirements for technical documentation, IEC, materiel identification, and NSN assignment are met.

18.2.1.5. Oversight of the cataloging activity's performance of pre-provisioning review functions relative to Provisioning Technical Documentation (PTD), related Supplemental Data for Provisioning (SDFP), and Provisioning Screening Results (PSR) in advance of, during, or in lieu of attending provisioning conferences or depot committee meetings chaired by the provisioning activity Air Logistics Center (ALC) or other services.

18.2.1.6. Establish and maintain liaison with HQ AFMC, ALC provisioning offices, other Services/Agencies (S/A), system program offices (SPO), and contractors, as necessary, to accomplish the mission.

18.2.2. Single Program Director (SPD) Prime Provisioning ALC Provisioning Section will:

18.2.2.1. Process PTD, SDFP, and PSR of documents not containing initial spares that are not submitted to the designated Air Force cataloging activity.

18.2.2.2. Participate in pre-proposal, guidance, provisioning/depot committee meetings

18.2.2.3. Ensure HQ AFMC policies and criteria concerning preliminary IEC, materiel identification, and technical documentation are accomplished.

18.3. Pre-proposal and Provisioning Guidance Conferences.

18.3.1. Pre-proposal and guidance conferences are crucial to achieve an effective provisioning and materiel identification effort. Contractors and USAF personnel come to a mutual understanding of contractual data requirements necessary to accomplish the objective. Problems inherent in the process, which cause delay of initial system, equipment, or end article support, are minimized or eliminated.

18.3.2. Presentation and discussion of concise instructions by HQ AFMC/LGIS and/or the Air Force cataloging activity or ALC provisioning personnel is crucial to ensure proper contractor orientation and performance. Topics include, but are not limited to, use of military or government standard or specification items, part number construction; part number precedence; Commercial and Government Entity (CAGE) Codes; Approved Item Names (AIN); proposed Federal Supply Classes (FSC); screening of the Federal Logistics Information System (FLIS); adequacy of SDFP; identification of items which are nuclear hardened, hazardous, electrostatic discharge sensitive (ESD), automatic data processing equipment (ADPE), contain precious metals, etc.; item standardization objectives, materiel identification objectives, and NSN assignment notification.

18.4. PTD/SDFP/PSR Processing by the Air Force Cataloging Activity.

18.4.1. Cataloging agent's processing of PTD, SDFP, or PSR may be performed in advance of, during, or in lieu of attending, the provisioning conference or depot committee meeting.

18.4.2. Initial determinations are made by the cataloging activity or ALC provisioning personnel and are posted on the PTD for subsequent action on each item coded for procurement. Final determinations are made by the cataloging or standardization activity responsible for each item.

18.4.3. Tasks to be accomplished include FSC assignment, assistance in assignment of Item Management Codes (IMC) or Materiel Management Aggregation Codes (MMAC); SDFP review, to ensure accuracy, adequacy, and acceptability of all data relating to physical, electrical, mechanical, dimensional, and performance characteristics; determination of correct item name; part number validation; CAGE Code verification; PSR interpretation and providing existing NSNs and related data, as applicable; providing NSNs and related data of substitute, interchangeable, or preferred items; making every effort to obtain all SDFP necessary to accomplish subsequent actions; initiating resolution of problems encountered during processing; Major Organizational Entity (MOE) Rule determination; providing Primary Inventory Control Activity (PICA) Codes; identification of items which are nuclear hardened, ESD, ADPE, or contain precious metals or hazardous materials; challenging suspected erroneous prices by comparing and documenting similar item prices and providing the data to the conference chairperson or provisioning office for subsequent price reduction negotiations by contract administrators; the assurance that cataloging actions, on already stocklisted items (i.e., addition or change of reference numbers), are accomplished at the time the cataloging activity reviews the item, if adequate drawing, technical data, and part number information are available; performance of special program requirements, as applicable; formulation of comments and signing of official minutes to document problems and resolution efforts; completion of subsequent actions to ensure resolution of PTD processing problems; and reporting accomplished actions, as required.

Chapter 19

PRELIMINARY ITEM ENTRY CONTROL (IEC) SYSTEM (D155)

19.1. Purpose and Scope. The D155 System is the Air Force's preliminary Item Entry Control (IEC) System. Through the use of the Federal Logistics Information System (FLIS) screening and part number history files, or manually created inputs by Air Force technicians, D155 ensures that only the best and most preferred parts are used in support of weapon systems. The purpose of the D155 System is to automate the flow of logistics data to achieve improved data integrity and provide on-line query capability. The system implements the concept of distributive processing and allows technicians the capability to perform provisioning responsibilities interactively. Decisions and annotations become part of the electronic record, which are the source coding documents produced by the AFMC Provisioning System (D220), used at Provisioning Conferences.

19.2. General. The D155 System processes Provisioning Parts List (PPL) data via FLIS screening results, history file records, and technician on-line processing. The system allows on-line data entry by the technicians reviewing the individual line items, in addition to the batch programming which reviews and validates FLIS screening data and historical records for items previously processed. FLIS screening data is obtained from batch generation of Logistics Screening Requests (LSR) and technician on-line queries of passthrough screening results. D155 assigns and balances workloads, generates reports, and edits all data that passes through the system. The system improves productivity by simultaneously dispersing individual records to the responsible Federal Supply Class (FSC) technicians. Technician accountability is reinforced with permanent identification of the responsible technician on each record reviewed. In addition, the records to be reviewed are minimized by D155 selecting for review only those records that contain non-stocklisted items and those records that have stocklisted items that could not be automatically processed by the system. With the system being able to electronically transfer logistics data from the Provisioning Screening Results (PSR) to the Provisioning Technical Documentation (PTD), minimizing manual transcription of data enhances accuracy.

19.3. Responsibilities.

19.3.1. The HQ AFMC/LGIS will:

19.3.1.1. Determine system requirements, and criteria in relation to the maintenance and distribution of input and output products flowing through the system.

19.3.1.2. Generate and submit system change requests (SCR) in the form of Command, Control, Communications and Computer System Requirements Definition Program (CSRD) and system deficiencies in the form of Deficiency Reports (DR).

19.3.1.3. Monitor system records and products to ensure timeliness and compliance with mission requirements and objectives.

19.3.1.4. Exercise overall monitoring and programming of the data automation requirements of this system.

19.3.1.5. Implement and support the policies, procedures, and objectives of this system.

19.3.1.6. Work directly with HQ AFMC/LGI and the Air Force's cataloging/provisioning policy areas, which would affect system use by the cataloging activity.

19.3.2. HQ AFMC/MSG/SLR, Data System Support Manager, Development Activity, and Database Administrator, is responsible for system maintenance.

19.4. Interfaces. The D155 System interfaces with the following:

19.4.1. D220, which operates at each of the three ALCs.

19.4.2. FLIS, maintained by DLIS, the DLA cataloging activity located in Battle Creek, MI.

19.4.3. Specialized product centers, located throughout the United States (US).

19.5. Edits. There are 37 tables in the D155 Edit/Validation Database, which are used in both the batch and on-line environment. In addition, there are a number of additional edits performed in batch programs that validate the data before it is stored in the database.

Chapter 20

OVERPRICING PROGRAM

This chapter is reserved for overpricing program information currently under review by HQ AFMC/
LGIA.

Chapter 21

AUTOMATED DATA SYSTEMS IN SUPPORT OF USAF MATERIEL IDENTIFICATION PROGRAMS AND OPERATIONS

By 2004, it is anticipated that the functions of the D036 System will be assumed by the D143C system; therefore, cancellation of this chapter is imminent.

Chapter 22

D043 ITEM MANAGEMENT CONTROL SYSTEM (IMCS)

22.1. Purpose and Scope. The IMCS was implemented in 1974 to provide for Air Force participation in the FCP, as set forth by FLIS Procedures Manual, DoD 4100.39-M. D043 further supports Air Force cataloging policy outlined in USAF Supply Manual, AFMAN 23-110, Vol. 1, Part One, Chap. 7. Interfacing with FLIS and numerous other databases, IMCS is a central repository of Federal and Air Force logistics data for over two million Air Force-used items of supply. IMCS receives, validates, records, maintains, and distributes CMD, II data, supply management data, and other information vital to Air Force logistics support. The system facilitates Air Force involvement in numerous DoD-directed programs, such as: DoD 4140.32-M, Defense Inactive Item Program (DIIP); the Item Management Coding (IMC) Program (see Defense Integrated Materiel Management Manual for Consumable Items, DoD 4140.26-M); and the DoD Interchangeability and Substitution (I&S) Program. D043 regularly provides data to nearly 50 downstream Air Force systems, including the D035 Stock Control and Distribution (SC&D) System, D200 Secondary Item Requirements System (SIRS), and, via the D071 Stock Number User Directory (SNUD), the D002A Standard Base Supply System (SBSS). A list of IMCS interfaces, each documented by Memorandum of Agreement (MOA) or Interface Control Document (ICD), resides in the Q111A Corporate Data Repository System (CDRS).

22.2. Responsibility.

22.2.1. HQ AFMC/LGIA is responsible for IMCS data system policy.

22.2.2. HQ AFMC/LGIS the functional OPR for this system will:

22.2.2.1. Determine system procedures, and requirements regarding system maintenance, transaction input/output, and related functions.

22.2.2.2. Oversee implementation and management of the policies, procedures and requirements.

22.2.2.3. Identify and coordinate development and enhancements to existing programs and submit related requests via AFMC Form 321, **Command, Control, Communications and Computer System Requirements Documents (CSRDs)**.

22.2.2.4. Identify and verify potential problems with existing programs and document them, as necessary, via Deficiency Reports (DRs).

22.2.2.5. In support of Configuration Management (CM), document, prioritize, and track the processing of CSRDs and DRs via automated control methods, and chair the Functional Review Board (FRB)

22.2.3. AFMC/MSG/SLA, as the Program Development/Maintenance Activity (PDA), is responsible for system software development and maintenance.

22.3. Types of Data. IMCS data includes:

22.3.1. Federal cataloging/I&S data for all Air Force-used NSNs.

22.3.2. Nuclear Ordnance Commodity Management (NOCM) data.

22.3.3. Non-cataloged (NC), Non-definitive (ND), and Kit (K) number data.

22.3.4. Transportation data.

22.3.5. Munitions data.

22.3.6. Reparable Item Movement Control System (RIMCS) data.

22.3.7. Critical Item ("DZE Code") data.

22.3.8. DIIP data.

22.3.9. Contractor/Defense Contract Administrative Services Region (DCASR) address data.

22.3.10. Airlift data.

22.3.11. Equipment Management and Freeze Code data.

22.3.12. Non-DoD I&S data.

22.3.13. Management Designator (MDS)/Equipment Specialist (ES) data.

22.3.14. Stock Fund Credit Indicator data.

22.4. Data Increments. IMCS data is stored in master file records, categorized by increment (similar to segments in FLIS) as indicated in Table 22.1. For a given item of supply, these increments can be interrogated, on-line, via the D043A Master Item Identification Database (MIIDB).

Table 22.1. IMCS Data by Increment

Increment	Type of Data
A	Nomenclature Data
B	User Data
E	Standardization Data
G	Transportation Data
H	CMD
I	Contract Data
K	DIIP Data
P	MSD Pricing Data
S	RIMCS Data
U	Munitions Data
Y	Part Number Data

22.5. Data Validation and Compatibility Edits.

22.5.1. To maintain the integrity of its data, IMCS routinely performs edits on its master file. This process normally occurs when input transactions are received (e.g., from the FLIS), and again before stocklist changes are sent downstream. Data elements are validated using a set of internal master file edits called the A6LS Tables. Data element compatibility is verified using a set of "if-then" tables called the Data Element Edit Tables (DEETs). A6LS and DEETs edits are also used by the D143C FLIS Edit and Routing System (FERS) to edit cataloging requests. The DEETs may be viewed on-line via the "Help" option in D043A.

22.5.2. Erroneous data in the master file can impede the stocklist change process and must be corrected promptly. Input transactions unacceptable for master file maintenance due to invalid or incompatible data are rejected to the AF cataloging agent on error listings.   The AF cataloging agent technicians perform research and submit corrective transactions, as necessary, to resolve errors in the master file. If ALC coordination is required to correct an error, the AF cataloging agent technician will forward applicable documentation to the ALC with a 30-calendar-day return suspense. The ALC IM will ensure all data requested by AF cataloging agent is returned within the suspensed time frame. Upon receipt of the requested data, the AF cataloging agent technician will review the response, complete additional coordination as required, and submit the applicable transactions to correct the master file. The AF cataloging agent procedures for processing IMCS error listings, including a list of IMCS error codes, are provided in *Logistics Data Management*, DLISM 20-01, *IMCS Errors for DLIS/Management Review*, see Chapter 26.

22.6. Extract Data Retrieval.

22.6.1. IMCS data is a useful tool in making a variety of logistical decisions throughout the Air Force and DoD. It can be used for performing research and technical reviews, validating and updating local records, and providing statistical counts. While item-by-item interrogation of IMCS data can be performed on-line via the D043A MIIDB, tailored data extracts from the IMCS master files are also available by special request. By specifying various extract parameters, users can obtain information for items based on a specific range or category (e.g., FSC, SoS, and/or numerous other data elements).

22.6.2. For guidance in obtaining IMCS data extracts and related statistical information, ALC personnel should contact their local cataloging POC, who will facilitate submittal of the request to the IMCS OPR. Others should contact the D043 OPR directly.

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Chapter 23

D043A MASTER ITEM IDENTIFICATION DATABASE (MIIDB)

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23.1. Purpose and Scope.

23.1.1. The D043A MIIDB provides on-line access to a wide range of logistics data. The system allows menu-driven interrogation of data derived from the IMCS and other systems. It also provides on-line access to certain data segments of FLIS. D043A enhances users ability to perform research and to identify and resolve logistics data problems in support of the Air Force mission. System availability is continuous, except for brief, intermittent periods of downtime required for file update and related maintenance.

23.1.2. For mass data retrieval requirements, refer to Chapter 22 of this manual.

23.2. Responsibility.

23.2.1. HQ AFMC/LGIA is responsible for D043A data system policy.

23.2.2. HQ AFMC/LGIS as the functional OPR for this system will:

23.2.2.1. Determine system procedures, and requirements regarding system maintenance, transaction input/output, and related functions.

23.2.2.2. Oversee implementation and management of the policies, procedures, and requirements.

23.2.2.3. Identify and coordinate development and enhancements to existing programs and submit related requests by AFMC Form 321.

23.2.2.4. Identify and verify potential problems with existing programs, and document them, as necessary, by DRs.

23.2.2.5. In support of CM, document, prioritize, and track the processing of CSRDs and DRs by automated control methods, and serve as a member of the Functional Review Board, a control point for system changes.

23.2.3. AFMC MSG/SLA, as the Program Development/Maintenance Activity (PDA), is responsible for system software development and maintenance.

23.3. User Registration.

23.3.1. All federal government employees (military or civilian) are authorized to obtain access to data resident in D043A. Other personnel, working under contract for the federal government, may also be provided access. Each request for a user ID and password is documented using the IMCS DISA Form 41, **System Authorization Access Request (SAAR)**. Access requests are normally submitted via authorized D043A System Security Administrators.

23.3.1.1. Non-ALC federal employees will submit via the HQ AFMC/LGIS System Security Administrator, DSN 932-5650 (Commercial 269-961-5650); Fax DSN 932-5030 (Commercial 269-961-5030). The HQ AFMC/LGIS Administrator will verify the submittal for completeness and accuracy.

23.3.1.2. DoD contractors will submit via their sponsoring government official to the HQ AFMC/ LGIS System Security Administrator specified in paragraph 23.3.1.2. Submittal package will include sponsorship letter and non-disclosure agreement.

23.3.2. The D043A System will monitor the reassignment of a registered user's password every 90 days.

23.4. Databases. D043A information resides in the following databases:

23.4.1. The NIIN Database contains over two million items of supply; most are Air Force-used. This file receives weekly updates by the IMCS.

23.4.2. The Cross-Reference Database contains relationships of NC Number to NIIN, NIIN to NIIN, and NIIN to NC Number.

23.4.3. The History Database contains past (superseded) CMD for NIINs. This includes Increment H data (excluding I&S data), and MOE Rule data from Increment B.

23.4.4. The Database for the SNUD contains the Stock Record Account Number (SRAN) of each Air Force and contractor activity having an interest in each NIIN on file. This file receives weekly updates from the D071 System.

23.4.5. The Part Number Database contains all federally used part numbers and related data. It is updated weekly and quarterly by D043 stocklist actions, and quarterly by a Master Cross Reference Data (MCRD) overlay from FLIS.

23.4.6. The Item Name Database contains the item name and NIIN of every federally used item of supply. It can be searched by word or combinations. This file receives quarterly updates from FLIS for most NIINs, and from D043A's own NIIN File (Increment A) for NC, ND, K numbers, and nuclear items.

23.4.7. The CAGE Code Database (CAGE Code to Part Number) contains CAGEs for all federally used part numbers (i.e., the file provides CAGEs for submitted part numbers, when available). This file is updated quarterly by FLIS MCRD and D043A NIIN file overlays, and daily by D043 stocklist actions.

23.4.8. The CAGE Code Name-Address Database contains the company name or government activity, with address, phone number, and related data for every CAGE Code on file. This file is updated monthly by FLIS overlay.

23.4.9. The IM Management Designator Code (MDC)-to-IM Name Database contains a cross-reference of IMs' names, office symbols, and phone numbers to their assigned MDCs. This file is updated monthly by a data pull from the D035A system at each ALC.

23.4.10. The Help Feature Database contains data element definitions, as well as IMCS DEETs depicting IMCS edit criteria. This file is updated as required, in part by an interface with the Q111A Corporate Data Repository System.

23.4.11. The I&S Decision Record (ISDR) is maintained by technicians at AF cataloging agency. It contains data reflecting I&S decisions involving stock numbers, part numbers, and SERDs. This file is updated by the AF cataloging agent as required.

23.5. Types of Interrogation. The D043A Main Menu screen provides access to most of the above data-bases by selection of an identical or similarly named option. The main exception, the IM MDC-to-IM Name Database, is utilized as part of the stock number (NIIN) interrogation process.

23.6. FLIS Pass-through. On-line interrogation of parts of the FLIS Total Item Record (TIR) is provided to federal government employees (and certain authorized contractors) via a dedicated communication line. This capability, called FLIS Pass-through, is initiated via the NIIN (stock number) interrogation process. When FLIS TIR data is displayed, it is shown as FLIS "Segment" data, versus D043A "Increment" data, so the user can readily distinguish its origin.

23.7. Points of Contact (POC).

23.7.1. For D043A registration information, refer to paragraph 23.3.

23.7.2. For help in accessing D043A (i.e., telecommunications questions, etc.), contact the DISA/ DECC Help Desk, Ogden UT, DSN 777-3282 (Commercial 801-777-3282).

23.7.3. For questions and/or comments on D043A operability (i.e., using the system once it has been accessed), contact the OPR at HQ AFMC/LGIS, 74 Washington Ave N, Suite 8, Battle Creek MI 49017-3094, DSN 932-5716 (Commercial 269-961-5716).

Chapter 24

FLIS EDIT AND ROUTING SYSTEM (FERS OR D143C)

24.1. Purpose and Scope. The D143C System is designed to suspend Air Force Requests for Cataloging Data/Action from the ALCs, Contractor ICPs, and base supply personnel on-line. It forwards some of these requests to the AF cataloging agent, to other special or mission-unique cataloging activities, IMCS, or directly to the FLIS System for further processing. It also receives data from these systems. Rejects received from FLIS are returned to either the AF cataloging agent or directly to the initiating activity for appropriate action. The new items, revisions, and base initiated requests are suspensed pending notification of completion. Upon a receipt of notification of approval (KNA) from FLIS, a suspensed request is cleared and notification is automatically forwarded to the AF cataloging agent and the activity which initiated the request.

24.2. General. The on-line D143C System, located at WPAFB OH, is accessible by personal computer seven days a week. The system displays formatted screens to which the users respond to initiate, modify, or research logistics data requests. The batch processing functions are necessary for the support of the on-line D143C. It allows for interfacing with the other Air Force and DoD systems, suspense file maintenance, and report generation. The batch processing runs for a half hour every workday at 1900 Eastern Time.

24.3. Responsibilities.

24.3.1. HQ AFMC/LGIA is responsible for D143C data system policy.

24.3.2. HQ AFMC/LGIS as the functional OPR will:

24.3.2.1. Determine system requirements, and criteria in relation to the maintenance and distribution of input and output products flowing through this system.

24.3.2.2. Oversee implementation and support of the policies, procedures, and objectives.

24.3.2.3. Generate and request system changes in the form of CSRDs for new development. These are suspensed and monitored through Cataloging/Provisioning Management Tool or CatProMan System.

24.3.2.4. Identify and report problems in the form of DRs to correct system errors. These are suspensed and monitored through the CatProMan System.

24.3.2.5. Analyze and develop system logic for implementing new capability, changes, or corrections to the system.

24.3.2.6. Maintain surveillance over all system records and products to ensure timeliness and compliance with mission requirements and objectives.

24.3.3. HQ MSG/SLA, as the programming development activity, is responsible for monitoring overall data automation requirements of this system.

24.4. Edits. User cataloging requests, along with CMD, are edited and validated for compatibility. These edits and validations help ensure that all Air Force activities receive accurate, compatible, and current

data. The criteria used in performing these edits are contained in the Validity Tables and DEETs found on-line in the IMCS (See Chapters 22 and 23 of this manual).

24.5. System Access. Before using the on-line D143C System, the user must have a current User Identification (ID)/Password for D043A access. A completed IMCS DISA Form 41 is required for each user.

24.5.1. ALC personnel will process the request for access through their ALC D143C focal point.

24.5.2. Contractor personnel, working under contract for the federal government, may be given access to D143C. They must be officially sponsored, in writing, by the federal government activity which holds the contract. Additionally, the contracting personnel will provide signed Nondisclosure Statements and Sponosorship Letter along with their IMCS DISA form 41.

Chapter 25

TIME COMPLIANCE TECHNICAL ORDERS (TCTOS)

Information regarding detailed procedures concerning Time Compliance Technical Orders (TCTOs) are in the AFMCM 21-1, *AFMC Technical Order System Procedures,* dated 15 Jan 97, which is available by accessing **http://afpubs.hq.af.mil.**

Chapter 26

GOVERNMENT INDUSTRY DATA EXCHANGE PROGRAM (GIDEP) AND DEFECTIVE PARTS AND COMPONENTS CONTROL PROGRAM (DPCCP)

26.1. DPCCP Background. The Defective Parts and Components Control Program is a centrally-managed communications system which disseminates information on defective parts to all activities involved with the management, procurement, or use of parts. The program is designed to eliminate or correct encountered problems. Defective parts and components information is obtained from the Air Force Maintenance Data Collection System, the Air Force Material Deficiency Reporting and Investigating System (refer to Technical Order 00-35D-54), as well as other parts control programs and the GIDEP. The GIDEP provides a means for the DPCCP to quickly and efficiently alert Air Force engineering and procurement activities and contractors to the existence of defective parts to prevent their use in new systems design and prevent future reprocurements. The Air Force uses GIDEP policies and procedures to implement DPCCP. **Note:** Reporting and exchange of data are licensed under the Office of Management and Budget (OMB) control number 0704-0188 and report control symbol GIDEP 5200-1.

26.2. GIDEP Background. GIDEP is a program of cooperative data exchange between government and industry. It is a central mechanism to identify and purge defective parts, components, materials, and processes during all phases of systems and equipment life cycle from existing system inventories and prevent their re-entry into Air Force inventories or designs. GIDEP provides an Air Force communication system for transmitting information on defective parts to all activities and agencies concerned with the management, contracting, or use of the parts and controls to ensure effective corrective action. This manual supports the Air Force Reliability and Maintainability Program, Air Force DPCCP, and the *Diminishing Manufacturing Sources and Material Shortages (DMSMS) Program* outlined in AFMCI 23-103. The related website is **http://www.gidep.org.**

26.3. Participating Activities. Includes United States (US) Government acquisition and support activities, contractors and subcontractors, manufacturers, consulting firms, educational institutions, public and private utilities, the Canadian Department of National Defence, and members of Canadian industry. Any activity, which generates these types of data GIDEP exchanges, may be considered for membership. Classified and proprietary information is not included in GIDEP.

26.4. GIDEP Data Interchanges.

26.4.1. The Engineering Data Interchange (EDI) contains readily available engineering and quality data covering a large number of technical areas. It includes engineering reports, management reports, non-standard parts, process specifications, test reports, and a soldering technology library.

26.4.2. Metrology Data Interchange (MDI) contains a broad range of measurement related subjects, the major emphasis is on calibration procedures and technical manuals.

26.4.3. Reliability-Maintainability Data Interchange (RMDI) documents and reports on the Reliability and Maintainability of parts, components, equipment, systems, and materials based on field performance and/or reliability demonstration tests. It also contains reports on theories, methods, techniques, and procedures related to reliability and maintainability practices.

26.4.4. Failure Experience Data Interchange (FEDI) contains objective failure information as a result of ALERTs, SAFE-ALERTs, Problem Advisories, Action Agency Notices, and Urgent Data Requests

which notify users of non-conforming parts, components, chemicals, processes, materials, and safety and hazardous conditions.

26.4.5. Product Information Data contains information on manufacturer's Product Change Notices and Diminishing Manufacturing Sources and Material Shortages (DMSMS) Notices.

26.5. Products. The five GIDEP data interchanges provide the following information and are available to GIDEP member organizations on a database, managed by the Navy.

26.5.1. A GIDEP Data Utilization Summary is used, within HQ AFMC/LGIS and the AF cataloging agent to coordinate GIDEP products.

26.5.2. DD Form 2002, **Urgent Data Request (UDR)**. Used as a means of rapid communication between GIDEP participants, for obtaining information that the requester has been unable to find. All available sources and the GIDEP data banks will be researched before issuing a UDR.

26.5.3. GIDEP Form 97-4, **DMSMS Notice**. Issued to all GIDEP participants to give notice of manufacturer discontinuance of a product. The manufacturer may provide a recommended replacement or request a one-time "life-of-type" buy to support the users lifetime requirement.

26.5.4. GIDEP Form 97-5, **Product Change Notice**. Issued to GIDEP participants for notification of a product change. The change could involve qualification data or a manufacturing process change. Most product change notices are issued on microelectronic components.

26.5.5. GIDEP Form 97-1, **ALERT**. The ALERT System is part of FEDI and provides early notification of actual or potential problems and failure trends on items, materials, manufacturing processes, test equipment, or significant safety problems. ALERTs are issued against a specific product, not against all items produced by that manufacturer. The initiator of an ALERT will coordinate it with the manufacturer, then send it to the GIDEP Operations Center for distribution to all FEDI participants. This is also true for SAFE-ALERTs, which address problems that could affect the safety of personnel or cause damage to facilities or equipment.

26.5.6. GIDEP Form 97-2, **Problem Advisory**. Used to provide the earliest possible notifica-tion of a potential problem. It allows information to be exchanged when a potential problem is first identified.

26.6. Responsibilities.

26.6.1. HQ United States Air Force (USAF). USAF/ILM, Installation and Logistics, Directorate of Maintenance, as the Air Staff Office of Primary Responsibility (OPR), will:

26.6.1.1. Give policy guidance to the Air Force on how to put GIDEP into effect.

26.6.1.2. Monitor the effectiveness of GIDEP through staff surveillance.

26.6.2. HQ Air Force Materiel Command (AFMC).

26.6.2.1. HQ AFMC/ENPM, Engineering Policy Management Branch will:

26.6.2.1.1. Serve as the HQ AFMC OPR for the GIDEP and establish policy and procedures for the program.

26.6.2.1.2. Serve as the HQ AFMC advisor to the Government Advisory Group (GAG) of GIDEP and provide representatives.

26.6.2.1.3. Provide subordinate activities with policy and administrative direction for active participation in GIDEP.

26.6.2.1.4. Prepare and maintain regulations, including instructions for preparing and processing data exchange with GIDEP.

26.6.2.1.5. Maintain a roster of AFMC GIDEP representatives.

26.6.2.1.6. Ensure training availability.

26.6.2.1.7. Maintain liaison with other government agencies and industry to resolve program problems.

26.6.2.1.8. Ensure management provides support to the GIDEP.

26.6.2.1.9. Distribute GIDEP reports, upon receipt, as required.

26.6.2.1.10. Program travel funds to support quarterly GIDEP management meetings and other necessary temporary duty travel (TDY).

26.6.3. Other HQ AFMC Organizations will:

26.6.3.1. Have authority and duties as GIDEP representatives as required.

26.6.3.1.1. Advise HQ AFMC/ENPM of issues which could impact the program.

26.6.4. HQ AFMC/LGIS will:

26.6.4.1. Provide the necessary support to ensure effective operation of GIDEP. Program travel funds to support these programs, including annual participation at GIDEP workshops, seminars, and clinics.

26.6.4.2. Act as the installation single point of contact for all matters concerning GIDEP.

26.6.4.3. Establish policy and procedures for the GIDEP program.

26.6.4.4. Obtain GIDEP contact points in the appropriate offices, as determined by the GIDEP Manager. Provide technical assistance and administrative guidance concerning program philosophy, objectives, and policy interpretation on internal processes to all elements of the program.

26.6.4.5. Prepare local policy and procedures and furnish a copy to HQ AFMC/ENPM.

26.6.4.6. Report GIDEP usage and cost avoidance to the GIDEP Operations Center on an annual basis and to HQ AFMC/ENPM on a semiannual basis.

26.6.4.7. Assist in conducting classroom and individual training, along with program promotion, as required. Individual training will include teaching all personnel involved, on a one-on-one or small group basis, the policy and procedures required in the GIDEP programs.

26.6.4.8. Recommend program improvements to HQ AFMC/ENPM.

26.6.4.9. Comply with the S0300-BT-PRO-010, *GIDEP Operations Manual*.

26.6.5. The AF cataloging agent will:

26.6.5.1. Determine if the Air Force has an interest, by verifying the item(s) on the ALERT/SAFE-ALERT is Air Force used, and coordinate with appropriate Air Logistics Center (ALC) equipment specialists (ESs) and/or item managers (IMs).

26.6.5.2. Review all DMSMS notices for alternate sources/substitute items and comply with Operational Safety, Suitability, and Effectiveness policy prior to accepting an alternate or substitute item.

26.6.5.3. Coordinate all significant ALERT/SAFE-ALERT information with the appropriate ALC ES and/or IM.

26.6.5.4. Annotate the *Interchangeability and Substitutability Decision Record* (ISDR) with the ALERT number and a Reference Data Code (RDC) of "G," for visibility in the D043 System.

26.6.5.5. Maintain a copy of ALERTs/SAFE-ALERTs until problem has been resolved.

26.6.6. The ALCs will:

26.6.6.1. Designate a division to provide the necessary support to ensure effective operation of GIDEP, including programming travel funds to support the programs, such as annual participation at GIDEP workshops, seminars, and clinics and appointment of a GIDEP representative to act as the installation single point of contact (POC) for all matters concerning GIDEP. Provide HQ AFMC/ENPM with the name of the POC anytime POC changes.

26.6.6.2. Obtain GIDEP contact points, in the appropriate offices, as determined by the GIDEP Manager. Provide technical assistance and administrative guidance concerning program philosophy, objectives, and policy interpretation on internal processes to all elements of the program.

26.6.6.3. Prepare local policy and procedures and furnish a copy to HQ AFMC/ENPM.

26.6.6.4. Recommend program improvements to HQ AFMC/ENPM.

26.6.6.5. Comply with the GIDEP Operations Manual.

26.6.6.6. Have signature authority for all correspondence pertaining to GIDEP, as per ALC management policy.

26.6.6.7. Report GIDEP usage and cost avoidance to the GIDEP Operations Center on an annual basis.

26.6.6.8. Suspense and provide a copy of ALERTs and SAFE-ALERTs to the responsible engineer or ES, requesting review for action.

26.6.6.9. Assist in conducting classroom and individual training along with program promotion, as required. Individual training will include teaching all personnel, on a one-on-one or small group basis, the policy and procedures required in the GIDEP programs. Those being trained should include the points of contact from all directorates and divisions and any alternates designated by local directives.

26.6.6.10. Ensure all test reports on parts, liquids, materials, engineering studies, and processes, that could influence the future design, manufacture, or fabrication of systems and equipment or reveal deficiencies in their use, are screened before submittal to the GIDEP Operations Center and entry into the GIDEP interchange.

26.6.6.11. Initiate proposed ALERTs and SAFE-ALERTs when investigation reveals unsafe conditions or that problems exist on a part, component, material, or liquid, due to improper manufacturing, material processes, fabrication, specification, or design. Forward the ALERT or SAFE-ALERT, and all supporting data, to the GIDEP Manager. GIDEP Form 97-1, **Government-Industry Data Exchange Program Alert** will be used for all Air Force prepared ALERTs.

26.6.6.12. Investigate received ALERTs and take corrective action.

26.6.6.13. Provide recommended changes, to the technical requirements of work specifications, to Production Management for correction of deficiencies identified by ALERTs.

26.6.6.14. Submit and ensure delivery of test reports, engineering studies, and calibration procedures, by the ES, to the GIDEP office, when required under contract or prepared under a work order.

26.6.6.15. Notify field units of action to be taken when an ALERT item is used in their Next Higher Assembly (NHA) weapon system or equipment.

26.6.6.16. Initiate proposed ALERTs and SAFE-ALERTs when investigation reveals unsafe conditions or problems exist on a part, component, material process, fabrication, specification, or design. Forward ALERTs and SAFE-ALERTs to the GIDEP Manager. GIDEP Form 97-1 will be used for all Air Force prepared ALERTs.

26.6.6.17. Investigate and reply to maintenance-related ALERTs and SAFE-ALERTs received from the GIDEP Manager.

26.6.6.18. Contact the GIDEP Manager for help in preparing an ALERT or SAFE-ALERT when identifying a problem within the logistics and supply organizations that could benefit other potential users of the equipment or material. Furnish a copy of all locally prepared deficiency reports to the GIDEP Manager.

26.6.6.19. Provide ALERTs, test reports, technical reports, and calibration procedures to the ALC GIDEP Manager. Classified or proprietary information will not be furnished.

Chapter 27

GOVERNMENT AND INDUSTRY REFERENCE DATA EDIT AND REVIEW (GIRDER) PROCESSING

27.1. Background. Reference numbers in the FLIS TIR may require updating because they have been superseded, replaced, or represent items which are no longer manufactured, contain improper part number structure, or are no longer recognized by the manufacturer. The GIRDER program is a method to ensure that reference numbers and CAGE Codes are correct in the central cataloging file. The AF cataloging agent, invites specific manufacturers, by letter, to participate in the GIRDER program. For participating manufacturers, the AF cataloging agent extracts a computer listing or magnetic tape from FLIS of all reference numbers for their specific CAGE Codes, annotates the status of each reference number, and forwards the product to the manufacturer for review. Status codes are shown in DoD 4100.39-M, Vol. 4, Chapter 16, *Item Identification*. After the manufacturer returns the corrected listing, the AF cataloging agent interrogates FLIS for NSNs which have reference number errors and submits the necessary maintenance transactions to correct FLIS where item of supply concepts are not involved.

27.2. General. The AF cataloging agent will manage the GIRDER program and will coordinate corrective actions with the ALCs, when necessary. The GIRDER program manager in HQ AFMC/LGIS serves as the liaison between the AF cataloging agent and DLSC.

27.3. Responsibilities.

27.3.1. The AF cataloging agent will:

27.3.1.1. Review affected reference numbers, CAGE Codes, and associated discrepancy codes.

27.3.1.2. Use available technical data to determine actions, recommendations, or comments.

27.3.1.3. Contact the manufacturer for additional information, as required.

27.3.1.4. Determine appropriate action, in coordination with the ALC, based on the status codes.

27.3.1.5. Exercise final determination of corrective action on items not recognized by the ALC.

27.3.1.6. Submit corrective actions to the FLIS TIR.

27.3.1.7. Reply to DLIS on all actions that do or do not result in changes to the FLIS TIR.

27.3.2. The ALC's will:

27.3.2.1. Review and verify the AF cataloging agent's recommended actions and reply within 45 days.

27.3.2.2. Coordinate with the AF cataloging agent via telephone conversation, on reference number discrepancies which they could not correcte and for which they do not have additional information.

27.3.2.2.1. Telecon will determine action/no action recommendation for the GIRDER product.

27.3.2.2.2. Receive written GIRDER listings with proposed action and recommendation from AF cataloging agent when telecon is insufficient for coordination.

27.3.2.3. Exercise final determination of corrective action on ALC-managed items and advise the AF cataloging agent of the decision, with technical verification, within 45 days.

Chapter 28

MIL-HDBK-300/STANDARDIZED TECHNICAL INFORMATION FILE (TIF) OF SUPPORT EQUIPMENT (SE)

28.1.   Background. MIL-HDBK-300, *Technical Information File of Support Equipment*, began in paper format, transitioned to a microfiche product, and then to a computerized version (now cancelled) called the Support Equipment Acquisition Management System (SEAMS) data system. MIL-HDBK-300 now has its own WEB site **http://206.38.99.18** and contains information on SE items used within all branches of the DoD and contractor design activities, such as characteristics, functional description, line drawing, and other logistics information. The data found within MIL-HDBK-300 is obtained from SE Illustrations (SEI's), AF Form 601, Support Equipment Recommendation Data (SERD's), and contractor provided data, which is normally obtained as part of the Contract Data Requirements List (CDRL's) or equivalent documents prepared organically.

28.2.   General. The purpose of MIL-HDBK-300 is to allow contractor and government personnel a quick and easy method to determine preferred and in-inventory SE. It provides a listing of stock-listed SE used on missile or aircraft weapon systems, which may be considered for application in lieu of developing and testing new items. The primary users of MIL-HDBK-300, within the Air Force, are the AFMC System Program Offices (SPOs), ALCs, Contractor ICPs, and AF cataloging agent personnel.

28.3.   Definition of SE. MIL-HDBK-300 SE is defined as any equipment required to make a weapon system, command and control system, support system, subsystem, or item operational in its intended environment. This includes equipment required to install, launch, arrest (except Navy shipboard and shore-based launching and arresting equipment), guide, control, direct, inspect, test, adjust, calibrate, appraise, gauge, measure, assemble, disassemble, handle, transport, safeguard, store, actuate, service, repair, overhaul, maintain, operate, arm, or rearm the system, subsystem, end item, or component. This definition applies regardless of the method of development, funding, or procurement.

28.4.   Guidelines. MIL-HDBK-300 will contain only procurable existing SE items. The majority of these items will be multi-application but SE items that are special purpose in application will also be included. SE may be categorized as common (general purpose) or peculiar (special purpose). Within these categories, developmental (no government approved specification/drawing) and standard (with government approved specification/drawing) subcategories may exist. SE used on aircraft or missile weapon systems will always be MIL-HDBK-300 items.

28.5.   SE Exclusions. The following equipment is excluded from the definition of SE:

28.5.1.   Common powered and non-powered hand tools.

28.5.2.   Housekeeping items.

28.5.3.   Office furniture and equipment and items common to all activities defined in applicable allowance lists that are required as indirect support.

28.5.4.   Common production tools and tooling such as lathes, drills, presses, plating equipment, grinders, and induction heaters.

28.5.5.   Items used only by the contractor.

28.5.6. Personal equipment (i.e., headsets, microphones, etc.).

28.5.7. Off-line automatic data processing (ADP) equipment.

28.6. Identification of MIL-HDBK-300 Items. MIL-HDBK-300 items will be identified with further identifying information such as functional classification from MIL-STD-864, Support Equipment Functional Classification Categories, located on the MIL-HDBK-300 WEB Site. The Equipment Functional Classification Index, the breakdown of equipment and the numeric assignment within the assigned Equipment Functional Classification categories, is located in MIL-STD-864.

28.7. Responsibilities. The POC for detailed responsibilities for submission, review, processing, and updating of MIL-HDBK-300 items is HQ AFMC/LGIS.

28.7.1. SPO/ALC will:

28.7.1.1. Acquire SEI's or prepare equivalent data.

28.7.1.2. Send information to HQ AFMC/LGIS for entry to MIL-HDBK-300.

28.7.2. HQ AFMC/LGIS will:

28.7.2.1. Extract technical/functional data for submittal to the Handbook WEB Site **(http:// 206.38.99.18).**

28.7.2.2. Update, add, validate, and delete any items to the MIL-HDBK-300 WEB database.

Chapter 29

**SUPPORT EQUIPMENT RECOMMENDATION DATA (SERD) AND AF FORM 601,
EQUIPMENT ACTION REQUESTS**

29.1. Introduction.

29.1.1. This chapter outlines the policy and responsibilities for processing SERD's and AF Form 601.

29.1.2. Primary objectives are to minimize the introduction of unnecessary SE into the Air Force inventory and to consider proposed changes to the Air Force Allowance Standards (AS's).

29.1.2.1. SERD's are used for technical service evaluation, maintenance function proposals, and cataloging and standardization actions.

29.1.2.2. SERD's are also used to determine whether the item is to be contractor-furnished equipment (CFE) or government-furnished equipment (GFE).

29.1.2.3. SERD's will identify the requirements for spare parts, technical orders (T.O.), reprocurement data, or Support Equipment Illustrations (SEI's).

29.1.3. Background. After a contract has been awarded, the contractor prepares a SERD on each item of SE required. SERD's are created and submitted prior to the availability of detailed drawings and technical information.

29.1.3.1. SE is all equipment required to maintain a weapon system, support system, or item of SE in operational condition in its intended environment.

29.1.3.2. CFE is equipment commercially available or requires development that may not be stocklisted but is recommended by the contractor.

29.1.3.3. GFE is equipment recommended to, or by the contractor which may or may not be in the government inventory.

29.1.3.4. SEI's (DD Forms 1786) are pictorial illustrations (simple line drawings) including characteristics, performance capabilities, and the physical makeup of an item of SE. This information will be inserted into the MIL-HDBK-300 WEB Database (**http://206.38.99.18**).

29.2. SERD Responsibilities.

29.2.1. Secretary of the Air Force (SAF)/Acquisition (AQ) will:

29.2.1.1. Formulate policy for the acquisition of SE.

29.2.1.2. Act as executive authority over the SE acquisition process.

29.2.1.3. Manage, defend, and advocate funding for common and peculiar initial SE during the Planning, Programming, and Budgeting System (PPBS) process.

29.2.2. WR-ALC/LETS will

29.2.2.1. Assist with the development and maintenance of policy and procedures governing the SE acquisition process.

29.2.2.2. Act as the functional OPR for any automated SE acquisition system.

29.2.2.2.1. Facilitate continuous process improvement to the SE acquisition system.

29.2.2.3. Provide the single face to all major commands (MAJCOM) for SE acquisition, policy, and procedure issues.

29.2.2.4. Assign end item (E/I) designator codes/acronyms to programs.

29.2.3. Program Office/E/I Acquiring Activity will:

29.2.3.1. Establish interfaces with appropriate organizations and receive all SE recommendations from contractors.

29.2.3.2. Be responsible for the acquisition of SE, common or peculiar, according to AFI 65-601, Vol. 1, *Budget Guidance and Procedures*, Nov. 2000.

29.2.3.3. Identify a SE manager to be responsible for SE management.

29.2.4. The Program Office/E/I Acquiring Activity SE manager will:

29.2.4.1. Serve as the focal point for distribution, review, and approval of SE recommendations.

29.2.4.2. Establish an agreement with the SPDs, PGMs, and ALC IMs to ensure integration of identification, acquisition, and delivery of all support capabilities required.

29.2.4.3. Ensure SE recommendations, for stocklisted and non-stocklisted items, are forwarded to the AF cataloging agent, for review.

29.2.4.4. Maintain required data (e.g., history) for all SE recommendations required by the Program Office.

29.2.4.5. Review, evaluate, and make the final decision on applicable SE recommendations.

29.2.4.6. Provide funding for SE, common or peculiar, according to AFI 65-601, Vol.1, *Budget Guidance and Procedures,* to the SPD's and PGM's to ensure timely procurement/support of their SE requirements.

29.2.4.7. Ensure requirements for SEI's (Data Item Description (DID) DI-E-6120A) to update MIL-HDBK-300 are placed on contract.

29.2.4.8. Ensure requirements for SE recommendations, and other required SE support capability, are placed on contract according to the data required by supported system (e.g., T.O., SEI, and spares).

29.2.4.9. Ensure SE recommendations, received from the contractor, are forwarded to the appropriate reviewing organizations to assist in requirement evaluation (e.g., technical and management review). The Program Office will facilitate the resolution of any SE recommendation disconnects (e.g., substitutes offered on the AFMC Form 603, **Consolidated SERD Evaluation Transmittal Form** (or equivalent form) through appropriate channels prior to final approval/disapproval.

29.2.4.10. Ensure final disposition notifications are sent to all reviewing organizations (AFMC Form 9, **SERD Evaluation/Notification Form** or equivalent form).

29.2.4.11. Provide AFMC Form 8, **SERD Coordination Form**, to the SPD's and PGM's to determine asset availability and/or procurement lead-time and cost for stock-listed items.

29.2.5. Common Systems SM's and ALC will:

29.2.5.1. Establish a POC to receive all incoming SE recommendations.

29.2.5.1.1. Publish the address, office symbol, E-mail address, and phone number of these POC's to the individual organizations.

29.2.5.2. Negotiate agreements with the Program Office/E/I Acquiring Activity to ensure integra-tion of the identification, acquisition, and delivery of all support capability.

29.2.5.3. Use the SE recommendation process for all SE items that the SE manager's program requires.

29.2.5.4. Ensure cataloging action is accomplished to initiate stock-list action (e.g., assigning a temporary "NC" number) after the final notification is received that the SE item is required.

29.2.6. MAJCOM's/Technology Repair Center (TRC) will:

29.2.6.1. Establish appropriate interfaces with the Program Office/E/I Acquiring Activity to implement policies and procedures of this chapter.

29.2.6.2. Support the SE planning and acquisition management process.

29.2.6.3. Review, evaluate, and provide recommendations on appropriate SE recommendations.

29.2.6.4. Recommend changes to AS's to the Air Force Equipment Management System (AFEMS).

29.2.7. HQ AFMC/LGIS will:

29.2.7.1. Establish a POC within the AF cataloging agent to receive all incoming SE recommen-dations and provide the complete mailing and E-mail address, office symbol, and phone number of these POC's to all involved organizations.

29.2.7.2. Ensure all SEI's are input into the MIL-HDBK-300 WEB Database (http://206.38.99.18).

29.2.8. The AF cataloging agent will:

29.2.8.1. Review, evaluate, and provide comments/recommendations on SE candidates; i.e., alerts, safety of flight data, I&S groupings, and realistic, compatible, stocklisted substitutes.

29.2.8.2. Assign the appropriate Federal Supply Class (FSC) and the Approved Item Name (AIN) for all non-stock-listed SE recommendations.

29.2.8.3. Ensure stocklist or adopt action occurs on all approved SE recommendations as required by the Program Office/End Item Acquiring Activity and notify LGIS of any additions to the Air Force MIL-HDBK-300 WEB Database.

29.2.8.4. Ensure standardization and minimize proliferation of SE.

29.2.9. Air Force Metrology and Calibration (AFMETCAL) Program personnel will:

29.2.9.1. Establish a POC to receive all incoming SE recommendations and provide the complete mailing and e-mail address, office symbol, and phone number of the individual organizations.

29.2.9.2. Review, evaluate, and make recommendations on all SE recommendations including:

29.2.9.2.1. Adequacy of the proposed SE.

29.2.9.2.2. Recommend alternative SE, if applicable.

29.2.9.2.3. SE for SE requirements.

29.2.9.2.4. Calibration data requirements.

29.2.9.3. As SM for the AFMETCAL Program, acquire equipment designated as measurement standard according to AFI 21-113, *AFMETCAL Program*.

29.2.10. Air Force Equipment Allowance Function will:

29.2.10.1. Establish a POC to receive all incoming SE recommendations and provide the complete mailing and E-mail address, office symbol, and phone number of these POC's to the appropriate organizations.

29.2.10.2. Receive all approved incoming SE recommendations, after the establishment of cataloging process for non-stocklisted and stocklisted items.

29.2.10.3. Establish and maintain AS's and notify MAJCOM's of the approved quantities.

29.2.11. SPO will:

29.2.11.1. Ensure SERD's reflect and meet all data requirements under contract.

29.2.11.2. Inform SERD submitting activities that their nonconforming data is being rejected.

29.2.11.3. Manually input and process all SERD's requiring temporary assignment of NSN via the D143C System and ensure any associated technical data is forwarded to the responsible cataloging activity.

29.2.11.4. Manually input all SERD's, selected for DLA management, into the Supply Support Processing System, D169, and ensure associated technical data is forwarded to the responsible cataloging activity in support of the SSR.

29.2.11.5. Monitor status for DLA submitted requests and, upon receipt of NSN or other type of support advice, inform the managing personnel of status.

29.2.12. Air Education and Training Command (AETC) will:

29.2.12.1. Develop training plans and material for a comprehensive training program that addresses the training requirements for SE used for field operations.

29.2.12.2. Revise training requirements as needed.

29.3. AF Form 601, Equipment Action Request.

29.3.1. Background. The AF Form 601 is used to recommend changes to equipment allowed and authorized for Air Force bases in the AS.

29.3.1.1. The Allowance Standards (AS's):

29.3.1.1.1. Are resident in AFEMS.

29.3.1.1.1.1. AFEMS is the computer-based system used at base level, MAJCOM's, AFMC, and HQ USAF to manage non-expendable equipment, plus certain expendable equipment such as hand tools, individual issue equipment and war reserve materials (WRM).

29.3.1.1.2. Will identify basic equipment an Air Force functional unit is allowed to have.

29.3.1.1.3. Will provide guidelines and authorization for development, revision, or ability to change what basic equipment is allowed.

29.3.2. Responsibilities.

29.3.2.1. Command Equipment Management Office (CEMO) is responsible for management of the equipment allowance and authorization program within AFMC.

29.3.2.1.1. The WR-ALC/LET, Air Force Support Equipment Management Division, 375 Perry St, Robins AFB, GA 31098, is the MAJCOM organization for the Air Force.

29.3.2.2. The Equipment Review and Authorization Activity within each Air Force base:

29.3.2.2.1. Is responsible for the management of equipment allowances and authorizations.

29.3.2.2.2. Will perform preliminary research and surveys, and recommend approval/disapproval of equipment allowance change requests.

29.3.2.3. ALC's will provide using/reviewing activities with a copy of AF Form 601 prior to submission to CEMO.

29.3.2.4. The AF cataloging agent will search the DoD inventory for duplicate/substitute items and review AF Forms 601 to ensure:

29.3.2.4.1. The proposed basic input or change of allowance is being requested for an active item.

29.3.2.4.2. The new input or change will not create/impact a safety-of-flight situation.

29.3.2.4.3. Inclusion in MIL-HDBK-300, if applicable.

29.3.2.5. WR-ALC/LET has final responsibility for validation of the AS on revised equipment needs.

Chapter 30

AFMC PARTICIPATION IN THE DEFENSE STANDARDIZATION PROGRAM (DSP)

30.1. Responsibilities. The directives governing the preparation of standardization documents are identified in Table 30.1. The responsibilities for the DSP are delegated to various DoD activities. DSP policy originates from the Office of the Assistant Secretary of Defense (OASD). S/A implementation of the DSP is directed by the Departmental Standardization Office (DepSO). DSP implementation is further developed within the Air Force through a Command Standardization Office (ComSO). The responsibilities have been divided into functional areas for performance of specific tasks. These functional areas are lead standardization activity (LSA), participating activity, custodian, preparing activity (PA), review activity, and item reduction activity. The responsibilities for these functional areas are identified in the Federal Standardization Manual and the DoD 4120.24-M, *Defense Standardization Program Policies and Procedures Manual*, and are briefly defined in Table 30.2. Many standardization actions require a coordinated effort among the standardization, engineering, item management, ES, and cataloging communities. These interactions are identified in Chapters 30 through Chapter 34.

30.2. AFMC Organization for Standardization. The HQ AFMC/ENS, Directorate of Engineering and Technical Management, Standardization Division, is designated the ComSO (Code 10) for the Air Force. The AFMC ComSo is responsible for administration and supervision of AFMC participation in the DSP. The ComSO provides general policy guidance to responsible organizations within the command. The remaining centers, organizations, and offices, which participate in the DSP, are designated as standardization management activities (SMAs). SMAs supporting the DSP are identified as active participants in the SD-1, *The Standardization Directory*.

30.2.1. To accomplish their mission, AFMC SMAs will utilize the latest versions of the following documents (see the websites listed in Appendix 1 "References"):

30.2.1.1. DoD 5000.1, *Defense Acquisition*.

30.2.1.2. DoDR 5000.2-R, *Mandatory Procedures for Major Defense Acquisition Programs and Major Automated Information Systems (MAIS)*.

30.2.1.3. AFPD 60-1, *Operations and Resources Standardization*.

30.2.1.4. AFI 60-101, *Operations and Resources*.

30.2.1.5. DoD 4120.24-M *Defense Standardization Program Policies and Procedures Manual*.

30.2.1.6. SD-1, *The Standardization Directory*.

30.2.1.7. SD-4, *Status of Standardization Projects*.

30.2.1.8. DoDISS, the *DoD Index of Specifications and Standards*.

30.2.1.9. MIL STD-961D, *Preparation of Military Specifications and Associated Documents*.

30.2.1.10. MIL STD-962C, *Preparation of Military Standards and Handbooks*.

30.2.1.11. DoD-STD-963, Preparation of Data Item Descriptions is canceled; see MIL-D-1000/2 and MIL-M-98681. SD-15 *Performance Specification Guide*; DFAR, *Defense Federal Acquisition Regulation and its Supplement*.

Table 30.1. Standardization Directives And Publications.

AFI 60-101, *Operations and Resources*. Implements AFPD 60-1 by providing procedures for achieving efficiencies and economics in Air Force and defense operations and resources.
AFPD 60-1, *Operations and Resources Standardization*. An overview of the goals and responsibilities of the Air Force for participation in the DoD Standardization Program.
Cataloging Handbook H2-1, *Federal Supply Classification (FSC)*. Identifies the 78 groups and 619 classes that comprise the FSC System. The main inclusions and exclusions, which delimit the coverage of a particular class, are shown under notes for the FSC. Use of the H2-1 is mandatory in making FSC determinations for standardization documents.
Cataloging Handbook, *H6*, *Federal Item Name Directory*. Contains names for items of supply. Item names in titles of specifications and commercial item descriptions (CID) will conform to the *H6*. When there is no approved item name (AIN), titles will be selected on the basis of agreement between the standardization and cataloging organization of the PA.
DoD Directive 5000.1, *Defense Acquisition*. This directive applies to all elements of the DoD. It states policies and principles for all DoD acquisition programs and identifies the department's key acquisition officials and forums.
DoD Index of Specifications and Standards (DoDISS). Lists federal and military specifications, standards, related standardization documents, and non-government documents that have been adopted by the military Services. Identifies document identifier numbers, FSCs/areas, titles, PAs, S/A custodians, interest activities, and document dates. The DoDISS is available on-line, in numeric, FSC, or title sequence. See OUSD/AT&L website: **http://www.acq.osd.mil.**
DoD Manual 4120.24-M, *Defense Standardization Program (DSP) Policies and Procedures Manual*. Establishes policy, procedures, and instructions for implementing the standardization program within the DoD. Assigns responsibilities for standardization initiatives described in this manual.
DoD Regulation 5000.2-R, *Mandatory Procedures for Major Defense Acquisition Programs (MDAP) and Major Automated Information Systems (MAIS) Acquisition Programs*. Establishes a simplified and flexible management framework for translating mission needs into stable, affordable, and well-managed MDAPs and MAIS Acquisition Programs.
DoD-STD-963, *Data Item Descriptions (DIDs)* is canceled. See MIL-D-1000/2 and MIL-M-98681 which establish uniform procedures for DIDs to control proliferation of data requirements and identifies the role of the acquisition management systems and *Data Requirements Control List (AMSDL)* Clearance Officer in the coordination and approval process. DIDs are developed and circulated with standardization documents during draft coordination.
Defense Federal Acquisition Regulation (DFAR). Contains Congressional laws that control federal acquisition policy. Certain parts of the DFAR apply to areas that affect standardization actions. Those parts of the DFAR and its supplement are referenced in this regulation.
Federal Standardization Manual. Provides guidance for preparation and coordination of federal specifications (FED-SPEC), federal standards (FED-STD), Qualified Product Lists (QPL) and CIDs.
MIL-HDBK-300, *Technical Information File (TIF)*. This handbook is an active listing of aerospace and missile support equipment used by the Army, Navy, and Air Force. This equipment is in the DoD inventory and can be identified using the Federal Logistics Data available on CD or DVD as FEDLOG.

MIL-STD-961D, *Preparation of Military Specifications and Associated Documents*. Written expressly for the writer of military specifications (MIL-SPEC). Contains a checklist to assist in document preparation. The foreword contains excellent guidance and should be reviewed periodically.
MIL-STD-962C, *Preparation of Military Standards (MIL STD) and Handbooks*. Written expressly for the writer of MIL-STDs and handbooks. The foreword contains guidelines on application and tailoring. Format requirements are flexible to make adjustments which make sense to a particular document.
SD-1, *Standardization Directory*. Identifies standardization responsibility assignments for each FSC and areas, provides the addresses of the military offices and federal civil agencies participating in the DSP. Assigns a two-digit code to all active participants in the DSP. Available on-line through the Acquisition Streamlining and Standardization Information System (ASSIST) database.
SD-2, *Buying Commercial & Non-developmental Items (NDI).* A handbook which provides guidance on commercial and NDI acquisitions.
SD-3, *Guide for DoD Personnel Participating in North Atlantic Treaty Organization (NATO) Standardization*. A guide which provides the necessary background information for DoD personnel participating in standardization meetings of NATO.
SD-4, *Status of Standardization Projects*. A quarterly report providing the status on projects that are in progress or planned. Projects consist of work on new or revised standardization documents, item reduction studies, and engineering studies that support the DSP. Available on-line through the ASSIST database.
SD-5, *Market Analysis for Non-Developmental Items (NDI).* Provides a generic approach to market analysis that can be tailored to a wide range of acquisition and organizational structures.
SD-6, *Provisioning Governing Qualification*. A pamphlet prepared to familiarize contractors with the DoD Qualification Program. It explains qualification, QPLs, product testing, and test reports.
SD-7, *Overview of the DoD Parts Control Program*. Provides government and industry managers with an overview on why the program is needed and how it works.
SD-8, *Overview of the Defense Standardization and Specification Program*. A pamphlet designed to provide government and industry management with an understanding of the standardization process and an insight into the DoD program to manage standardization initiatives.
SD-9, *DoD Interaction with Non-Government Standard Bodies (NGSB).* A pamphlet to help NGSBs understand the DSP and to explain how they can interface with DoD in the development, adoption, and use of Non-Government standards (NGS).
SD-15, *Performance Specification Guide*. Offers guidance on how to write a performance specification.
T.O. 00-25-115, *Logistics/Maintenance Engineering Management Assignments*. Designates the AFMC activity assigned maintenance engineering management responsibility for aircraft, missiles, C-E systems, engines, and specified FSCs.

Table 30.2. Standardization Functional Areas and Responsibilities.

Agent. An activity that acts for, and by the authority of, the PA or Adopting Activity in the preparation of standardization documents, item reduction studies, engineering practice studies, and administration of QPLs and Qualified Manufacturers Lists (QML). The PA retains responsibility and approval authority for the work accomplished.
Command Standardization Office (ComSO). The office in HQ AFMC that is responsible for all command standardization activities in support of the DSP and the DepSO, as identified in AFI 60-101.
Custodian. The activity responsible for resolving and consolidating coordination comments for standardization documents or studies in its department or agency, and submitting those comments to the PA.
Departmental Standardization Office (DepSO). A top level office in each military department or defense agency responsibile for managing the DSP and ensuring that its LSAs and SMAs properly implement the policies, procedures, and goals of the DSP. The DepSO develops departmental policies and procedures to implement standardization responsibilities for the DSP. The DepSO makes decisions on unresolved comments elevated by Air Force LSAs.
Lead Service Activity. The military department or agency delegated responsibility for the development, preparation, and implementation of the DSP in an assigned area. Area assignments are listed in the SD-1. Major responsibilities are to prepare the area program plan, assign project numbers, and decide unresolved comments elevated by PAs/custodians. This term was replaced by lead standardization activity (LSA).
Lead Standardization Activity (LSA). The former terms "assignee activity" and "lead service activity" were combined under the new term "lead standardization activity." A managment activity in a military department or defense agency that guides DoD standardization efforts, for an FSG, an FSC, or a standardization area, through the development of standardization program plans, authorization of standardization projects, and identification and resolution of standardization issues.
Military Coordinating Activity (MCA). The military activity responsible for DoD coordinating, reconciling, and consolidating military comments for the DoD on a Federal Standardization document prepared by a civilian agency.
Participating Activity. The activity responsible for resolving and consolidating coordination comments on standardization program plans in its military DoD agency, and submitting those comments to the LSA.
Preparing Activity (PA). The DoD activity or the civilian agency responsible for the preparation, coordination, issuance, and maintenance of standardization documents.
Review Activity. A SMA having a technical or procurement interest in a standardization document, thus requiring a review of all proposed actions affecting it.
Standardization Management Activity (SMA). A generic term to describe any DoD activity listed in the SD-1 that functions as an LSA, PA, participating activity, MCA, custodian, review activity, adopting activity, or item reduction activity.

Chapter 31

PROCESSING STANDARDIZATION DOCUMENTS

31.1. Initial Actions.

31.1.1. Sequence of Actions. The preparation of standardization documents normally proceeds through the following sequence of actions:

31.1.1.1. Establish a requirement for an item.

31.1.1.1.1. Search for Existing Standardization Documents. The name of the item determines the applicable Federal Supply Class (FSC) and is determined using the *Cataloging Handbook, H-6* and the *Cataloging Handbook H2-1 for Federal Supply Classification, Groups and Classes*. The item and name are used to search the Acquisition Streamlining and Standardization Information System (ASSIST) for the most recent existing document. An existing document will be revised to include a new requirement in preference to preparing a new duplicate or overlapping document.

Note: If a revision cannot be completed in a timely manner, an interim document will be prepared. Refer to the *Defense Standardization Program (DSP) Policies and Procedures Manual,* DoD 4120.24-M; *Preparation of Military Specifications and Associated Documents*, MIL-STD-961C; and the *Federal Standardization Manual*.

31.1.1.1.1.1. The SD-4, *Status of Standardization Projects,* or the project portion of the ASSIST database, http://assist.daps.dla.mil. is reviewed to determine if a new document is in preparation by another DoD activity.

31.1.1.1.1.2. Industry sources are reviewed to determine the availability of a non-government standard (NGS).

31.1.1.2. Document Preparation:

31.1.1.2.1. If a new standardization document must be prepared, the following order of preference will be followed according to the *Defense Federal Acquisition Regulation (DFAR),* part 11, paragraph 11.101:

31.1.1.2.1.1. Documents mandated for use by law.

31.1.1.2.1.2. Performance-oriented documents.

31.1.1.2.1.3. Detailed design-oriented documents.

31.1.1.2.1.4. Standards, specifications, and related publications, issued by the Government outside the Defense or Federal series, for the non-repetitive acquisition of items.

31.1.1.3. Determining the Proper Type of Acquisition Document. The type of document to be prepared is determined by the type of item or services to be procured. An item unique to a military application is described in a MIL-SPEC. A commercial off-the-shelf (COTS) or modified COTS item is described in a federal series document, such as a federal specification (FED-SPEC) or Commercial Item Description (CID), depending on the complexity of the requirements. A non-government standard (NGS) may be adopted in lieu of a FED-SPEC or CID, if available or if a Non-Government Standards body (NGSB) is willing to prepare one. (NGSs are documents, issued

by private sector organizations, which describe goods, services, and engineering practices commonly available to the general public.)

31.1.1.4. Request ComSo Approval to Develop a New Standardization Document. Preparing Activities (PAs) are responsible for preparation of the proper type of standardization documents in their assigned FSCs. Preparation of a new document, in an FSC or area other than those listed in the SD-1 for that PA, requires ComSO approval. The approval process is required to minimize the quantity of standardization document transfers between ALCs.

31.1.1.4.1. The SD-1 identifies FSC and area assignments under administrative control of the Defense Standardization Program (DSP). HQ AFMC/LGIS is identified in the SD-1 as Standardization Activity Code 99 with FSC and area assignments. Any document prepared in these FSCs/areas also requires ComSO approval prior to preparation.

31.1.1.4.2. Requests for approval are by letter and provide the following information:

31.1.1.4.2.1. Proposed FSC/Area.

31.1.1.4.2.2. Proposed title.

31.1.1.4.2.3. Proposed type of document.

31.1.1.4.2.4. Scope of the document.

31.1.1.4.2.5. Basis for the requirement.

31.1.1.4.2.6. E/I application, as applicable.

31.1.1.4.2.7. General physical and functional description of the item, as applicable.

31.1.1.5. Standardization Projects. To develop a new standardization document or make changes to an existing one, the Preparing Activity shall contact the Lead Standardization Activity (LSA) and request authorization to begin a standardization project. The establishment of a standardization project is a cooperative effort between the Preparing Activity and the LSA to ensure that standardization projects are needed and will achieve the objectives of the Defense Standardization Program (DSP) in a timely and cost-effective manner. The LSA must ensure compliance with DoD standardization policies, but must also be sensitive to each DoD activity's acquisition and technical needs. The LSA's management involvement shall continue throughout the life of a standardization project. As the standardization manager for a FSG, a FSC, or a standardization area, the LSA should assist, if necessary, the Preparing or Adopting Activity in determining Custodians, resolving standardization problems, raising standardization issues to higher authority, and promoting the timely completion of standardization projects.

31.1.1.5.1. Standardization Documents Requiring Project Numbers. All DoD Preparing Activities must get standardization project numbers to revise, amend, change, reinstate, inactivate for new design, cancel, or develop a new standardization document. The Adopting Activity must get a standardization project number for the adoption or withdrawal of adoption of a NGS. Item reduction studies and engineering practice studies also require standardization project numbers. The only type of standardization document that does not require a project number is a validation notice.

31.1.1.5.2. Standardization Project Number Structure. The standardization project number shall consist of two parts. The first part is the applicable FSG, the FSC, or the standardization

area. The second part shall be a non-significant four-digit number serially assigned in each FSG, FSC, or standardization area, e.g., 2620-0023, 15GP-1590, or CMAN-0934. Once all non-significant four-digit numbers have been assigned in a FSG, a FSC, or a standardization area, the numbering sequence shall start again with "-0001)." Closely related projects initiated in the same timeframe may be identified by a project number followed by a dash and sequentially assigned subproject numbers, e.g., 5960-0001-001, 5960-0001-002, and 5960-0001-003.

31.1.1.5.3. Standardization Project Submission.   All new standardization projects are submitted through the ASSIST Project portion of the ASSIST database.

31.2. Document Research.

31.2.1. Market Research and Analysis (MR&A).

31.2.1.1. MR&A is the collection and evaluation of data necessary to determine:

31.2.1.1.1. Salient characteristics, which a product must possess to meet a particular government user's need.

31.2.1.1.2. Availability of products possessing the salient characteristics.

31.2.1.1.3. Alternative acquisition strategies available for acquiring such products (i.e., locally purchased, off the General Services Administration (GSA) schedule, interservice or interagency Supply Support Requests (SSRs), etc.).

31.2.2. Standardization Documents Publications. The following publications will be used to prepare standardization documents:

31.2.2.1. DoD 4120.24-M. *Defense Standardization Program Policies and Procedures Manual.* This manual prescribes the policies and procedures for implementing the Defense Standardization Program (DSP). Covered topics include preparation of qualified products list, participation in the development of international standards, and general policies regarding standardization document preparation, coordination and maintenance.

31.2.2.2. *Federal Standardization Manual.* This manual provides guidance for the development of federal product descriptions (FPDs), consisting of federal specifications, federal qualified products list, federal standards, and commercial item descriptions (CIDs). It also provides information on the use and adoption of voluntary standards.

31.2.2.3. MIL-STD-961C. *Department of Defense Standard Practice, Defense Specifications.* Details the requirements of preparing Military Specifications and Specification Slash Sheets. Includes information on the preparation of revisions, amendments, notices, and new detailed and performance specifications.

31.2.2.4. MIL-STD-962, *Department of Defense Standard Practice, Defense Standards and Handbooks.* Details the content and format requirements for DoD standards and handbooks.

31.2.2.5. DoD-STD-963, *Department of Defense Standard Practice, Data Item Descriptions (DIDs).*This standard establishes uniform procedures for preparation of Data Item Descriptions.

31.2.2.6. SD-15, *Performance Specification Guide.* This guide provides additional guidance on the preparation of Performance Specifications. NOTE: The formatting of standardization documents is described in the listed publications. An additional publication, the U.S. Government

Printing Office Style Manual, is a handy reference. Also, refer to AFI 60-101 *Operations and Resources Standardization,* for Section 5, *Packaging Requirements.*

31.2.3. FSC and Item Name of the Item (Title).

31.2.3.1. The FSC for a standardization document is determined according to the *Cataloging* Handbook H2-1, *Federal Supply Classification (FSC).*

31.2.3.2. Standardization documents will be titled according to the *Cataloging Handbook H-6, Federal Item Name Directory.*

31.2.3.3. HQ AFMC/LGIS will forward all Air Force prepared standardization documents to the AF cataloging agent, for their review to determine the proper FSC and Item Name of the item (title of the document).

31.2.4. Acquisition Management System Control (AMSC) number.

31.2.4.1. An AMSC number is required on all standardization documents that reference a DID. Refer to DoD Manual 4120.24-M.

31.2.4.2. Standardization documents that do not originate or include data requirements will reflect "AMSC N/A."

31.2.4.3. Military handbooks and bulletins, CIDs, and NGSs shall not be source documents for DIDs; therefore, are annotated "AMSC N/A."

31.2.5. Part or Identifying Number (PIN) Structure.

31.2.5.1. When a specification covers more than one part, item, or material that is subject to assignment of an NSN and an identification problem in the federal supply system may result, a specification-based PIN, to identify the parts, items or materials, will be included.

31.2.5.2. A market analysis should be conducted prior to development of a PIN, to determine standard lengths, sizes, colors, etc. of the product being described by the specification.

31.2.5.3. PINs developed for products covered by the same specification shall be uniform in structure. Uniformity is also desired for all PINs within the same group of closely related items.

31.2.5.4. PIN development is the responsibility of the document PA; but requesting a PIN be included in the document may be submitted as an essential comment during document coordination. When submitting such a comment, the submitter will provide a proposed PIN structure.

31.2.6. Concluding Material. Located as the last data in a standardization document, prior to the DD Form 1426, **Standardization Document Improvement Proposal**.

31.2.6.1. The concluding material will contain information on the PA, project number, interested government review activities, and interested industry organizations. The SD-1 contains codes used to identify interested activities. The SD-4 contains project number information, which can also be found in the Project portion of the ASSIST database.

31.3. Acquisition Of Commercial Products.

31.3.1. Policy

31.3.1.1. Established by the Office of Management and Budget (OMB).

31.3.1.2. The OASD states "The Government will purchase Commercial Of The Self (COTS) products, when such products will adequately serve the Government's requirements."

31.3.1.3. Designed to reduce research, engineering acquisition, and support costs by:

31.3.1.3.1. Maximizing the acquisition and use of items regularly manufactured and sold off-the-shelf, in the public marketplace, with minimal or no required modification.

31.3.1.3.2. Encouraging, recognizing, and evaluating technological innovations in commercial items that are applicable to DoD needs.

31.3.2. Procedures. When it is determined that a FED SPEC or CID is required for a commercial type product, the following procedures will be followed:

31.3.2.1. Perform market analysis to determine whether one or more commercial items are available which can meet or approximate the established need.

31.3.2.2. Ensure the specification or CID contains only the minimum requirements, stated in performance terms that will enable purchase of the acceptable commercial products "off-the-shelf."

31.3.2.3. Quality assurance requirements will be included in a CID when they are determined to be essential. They will not exceed what a non-government buyer might prudently request.

31.3.2.4. Ensure that the specification or CID supports the acquisition strategy for the product. The PA must consider the method of acquisition, storage, distribution, logistic support, and maintenance intended for the product while preparing the document.

31.3.2.5. HQ AFMC/LGIS reviews all ALC prepared CIDs.

31.3.3. HQ AFMC/LGIS provides final approval for ALC-prepared CIDs and provides a document identifier and approval date.

31.4. Coordination of Standardization Documents.

31.4.1. Full or Limited Coordination Determination is accomplished by the PA according to DoD 4120.24-M.

31.4.1.1. All Air Force prepared documents will be reviewed by the center safety office during the draft coordination cycle. If, during the preparation of the final document, changes are made which may affect safety, the document will be coordinated a second time with the center safety office.

31.4.1.2. Federal series documents are coordinated with appropriate GSA commodity centers, as indicated in the SD-1.

31.4.1.3. Drafts of new standardization documents are coordinated locally, with DoD and industry for comments and to determine interest for a fully coordinated document.

31.4.1.4. If immediate acquisition is required, coordination is limited to local activities that are essential to ensure an acceptable document is prepared for the initial acquisition.

31.4.1.4.1. Full coordination is initiated immediately after the initial limited coordinated document is approved.

31.4.1.5. Comments are incorporated or resolved according to DoD 4120.24-M.

31.4.1.5.1. Essential Comments. Comments covering requirements or provisions of such importance to the mission of the commenting activity that it must be accepted or reconciled. Essential comments without clear and valid justification will be considered suggested comments.

31.4.1.5.2. Suggested Comments. Comments covering changes considered desirable but not essential. Comments on format, grammar, and punctuation are usually suggested comments (refer to DoD 4120.24-M). Non-critical technical comments may also be suggested comments.

Note*:* The best-stated and/or most comprehensive reasons do not convert a suggested comment into an essential comment. A comment is either essential or suggested because of its effect on the usability of the document. Ensure essential comments have a proper basis as well as a sound justification.

31.5. Quality Control Review.

31.5.1. General Procedures. All draft documents prepared by the ALCs will be forwarded through their standardization focal point, as identified in the SD-1, to HQ AFMC/LGIS during the draft coordination cycle. Draft documents will be sent to LGIS via email prepared in Microsoft Word. LGIS will make minor corrections to the document, as necessary. Corrections to format, grammar, and punctuation need not be coordinated with the PA. Any corrections in regards to the technical content of the document must be coordinated with the engineer who has responsibility for the document. Once LGIS has completed its review, the draft document will be returned to the ALC standardization focal point. The responsible engineering office will incorporate any approved technical comments made by industry or other DoD activities during the draft coordination.

31.5.2. Final Approval And Processing.

31.5.2.1. The ALCs standardization focal point will send finalized documents to HQ AFMC/ LGIS via email in Microsoft Word format. After their review LGIS will either contact the submitting ALC if changes are necessary or forward the document to the Department of Defense Single Stock Point (DoDSSP) for publication and distribution. LGIS will convert the document to Adobe Portable Document Format (PDF) before sending to the DoDSSP. This is to meet the requirements established in DoD Policy Memorandum 99-3, *ASSIST-Electronic Document Submission (ASSIST-EDS),* 14 Oct 1999.

31.5.2.2. DoD policy requires that each new performance based document (MIL-PRF) or detailed document (MIL-DTL) be certified by the Center Standardization Executive (CSE). A copy of the certification letter must be sent to the DoDSSP along with the document when requesting publication and distribution. For performance based documents the letter must certify that the document is written in performance terms. For detailed documents, the letter must state that requirements are such that a detailed document must be used in lieu of a performance based document.

Note: Proof of certification can also be provided via email. The email from the PA must show a clear audit trail from the CSE and must identify document being certified.

31.5.3. Dating and Numbering.

31.5.3.1. All finalized documents are sent to HQ AFMC/LGIS without a document date. The date is assigned by LGIS, as printing by the DoDSSP is time sensitive. This allows time if corrections must be made to the document after the final review by LGIS. LGIS will provide a dated

copy of the document to the ALC concurrent with the copy forwarded for publication and distribution.

31.5.3.2. When a new document is developed by the ALC, the ALC standardization focal point will send the finalized document to LGIS without a document identifying number. LGIS will contact the DoDSSP and request a document identifying number immediately prior to sending it for publication and distribution. LGIS will provide a copy of the document with the new identifying number to the ALC concurrent with the copy forwarded for publication and distribution.

31.5.4. Document Distribution.

31.5.4.1. The DoDSSP maintains an automatic distribution list for standardization documents based on FSC and standardization areas. The public and private sector organizations and individuals that subscribe to a FSC or a standardization area shall receive all new documents and changes to documents as they are published, except those documents that have restricted distribution. This distribution list is updated annually to determine need and subscription quantities.

31.5.4.2. The DoDSSP shall send one copy of all DoD-prepared Federal specifications, standards, CIDs to the General Services Administration (GSA) at the time of their initial publication.

Chapter 32

STANDARDIZATION DOCUMENT RELATED ACTIONS

32.1. Safety Review Of Standardization Documents.

32.1.1. Responsibilities.

32.1.1.1. All standardization documents, including purchase descriptions (PDs), used in acquisition of equipment/parts, require a safety review to ensure they meet Occupational Safety and Health (OSH) standards. Standardization documents, prepared by the ALCs, are reviewed and approved by the ALC Safety Office.

32.1.2. Documentation.

32.1.2.1. The coordination response from the lead engineering support activity (ESA) will include a statement certifying an OSH review has been performed. A copy of this response will be kept in the standardization document's engineering file.

32.1.3. Processing.

32.1.3.1. PAs that have a designated agent (other than an Air Force activity) for a document will ensure an OSH review is accomplished.

32.1.3.2. The Air Force custodian activity will perform OSH reviews for standardization documents prepared by other than Air Force activities.

32.1.3.2.1. When the Air Force custodian is HQ AFMC/LGIS, the safety office of the ALC assigned engineering responsibility for the document performs the OSH review.

32.1.3.3. The PA will provide certification of OSH review, for retention in the document files of the standardization activity responsible for final review and dating of the standardization document.

32.1.3.3.1. A certification of OSH review will be provided to standardization activities for PDs at the time a request for stock list action is initiated.

32.2. Standardization Document Identifier Numbers.

32.2.1. Assignment of standardization document identifier numbers is the responsibility of the DoD Single Stock Point (DoDSSP). Air Force PAs will contact HQ AFMC/LGIS, code (99), for assignment of a document identifier number when preparing new military specifications, standards, or CIDs.

32.2.2. Application.

32.2.2.1. Document identifier numbers are affixed during final approval. Refer to DoD 4120.24-M

32.2.2.2. New draft documents are identified by three XXXs (i.e., MIL-DTL-XXX, MIL-PRF-XXX, MIL-STD-XXX, A-A-XXXXX) during coordination and in the SD-4.

32.3. PA Listings.

32.3.1. Responsibilities.

32.3.1.1. Each AFMC PA will maintain an accurate listing of all standardization documents for which they are the assigned PA.

32.3.1.1.1. The listing will contain the basic document identifier number for each document revision, or amendment indicators are not required.

32.3.1.1.2. Transfers and cancellations will be annotated on the listing, as they occur, to maintain currency.

32.4. Transfer of Standardization Documents.

32.4.1. Transfers are initiated to the ALCs through HQ AFMC/LGIS. LGIS will assist the ALCs in determining Air Force requirements for the document prior to accepting transfer.

32.4.2. Intra Service Transfers.

32.4.2.1. Standardization documents for design stable items are eligible for transfer to AFMC for maintenance for the duration of the need for the item.

32.4.2.2. Standardization documents prepared by ASC remain with ASC until transition to AFMC.

32.4.2.2.1. Transfers from ASC to AFMC may be refused for two reasons:

32.4.2.2.1.1. The design is deemed unstable and engineering required is beyond AFMC capability and responsibility.

32.4.2.2.1.2. There is no known Air Force requirement for the item/material/process covered by the document.

32.4.2.3. ASC will propose cancellation of the standardization document if there are no know Air Force requirement.

32.4.3. Inter Service Transfers.

32.4.3.1. At times the Air Force has an engineering interest in a document that is prepared by another service or agency that has proposed cancellation. When this occurs it may be necessary for the Air Force to take over as the preparing/engineering activity. The following actions must be taken to affect the transfer.

Note: During the coordination of the proposed cancellation action, the Air Force engineering activity will indicate a willingness to accept PA responsibilities in their comments to HQ AFMC/LGIS.

32.4.3.2. HQ AFMC/LGIS will notify the current PA and arrange for the document standardization and engineering files to be transferred to the appropriate Air Force activity. LGIS will also insure that the DoDSSP and responsible Lead Standardization Activity are notified of the change.

32.5. Overage Document Review.

32.5.1. Annual Overage Listing.

32.5.1.1. Active DoDISS documents that have not been revised, amended, or validated in the past 5 years or do not have active project numbers in the SD-4 are identified as overage documents.

32.5.1.2. The DoDSSP will distribute a listing of overage documents annually to PAs, the Departmental Standardization Office and Defense Standardization Program Office.

32.5.1.3. The ALC standardization focal point will forward one copy to HQ AFMC/LGIS.

32.5.1.4. HQ AFMC/LGIS will review the listing and return recommended actions.

32.5.1.5. All listed documents must be updated during the following year.

32.5.1.6. Each PA will annotate a copy of the listing, as to action to be taken or already accomplished, and return it to HQ AFMC/LGIS.

> 32.5.1.6.1. The IM will work with the appropriate engineering office to determine the essentiality of an overage specification for future procurement.
>
> 32.5.1.6.2. Written coordination and concurrence, by both the IM and responsible engineer, will be submitted with the listing for all documents identified for cancellation. This written coordination will be maintained in the standardization activity's document file. NOTE: This is required only for specifications that are identified on the overage document list.

32.5.1.7. HQ AFMC/LGIS will review the annotated listing and take action, as directed, by the ALCs. Actions within HQ AFMC/LGISs' authority to take without further coordination with the ALC engineering office are cancellation, inactivation for new design, and validation. For all other actions, HQ AFMC/LGIS must become the agent for the ALC and coordinate with the responsible engineering office.

32.5.2. Prioritizing Overage Documents. Overage documents will be prioritized to ensure their update and to minimize backlogging documents into the next annual review cycle.

32.5.2.1. Documents not updated by the end of the annual cycle will receive priority over documents in the next cycle. Documents with the oldest date will receive the highest priority. This must be tempered with the fact that a document that is also overage but not as old may actually get a higher priority due to a more important procurement need.

32.5.2.2. The Lead Standardization Activity will initiate cancellation action on documents over 6 years old according to DoD 4120.24-M.

32.5.2.3. Standardization Policy. Specifications are maintained only as long as they are needed for procurement purposes. This policy will be strictly enforced by the ALC standardization focal point and HQ AFMC/LGIS.

32.5.2.4. Overage specifications supported by agent activities will also be verified by their IM activity.

32.5.2.5. The validation process for overage documents includes an OSH review.

32.6. Canceled Standardization Documents.

32.6.1. Retention of Copies.

32.6.1.1. PAs will maintain a reproducible quality copy for canceled or superseded documents, if available, until assured the document will not be reinstated.

32.6.1.2. Canceled and superseded documents may be disposed of after considering the above requirement.

Chapter 33

OTHER STANDARDIZATION DOCUMENT SUBJECTS

33.1. Data Item Descriptions (DIDs). A DID is used when the Government requires data to be supplied under the terms of a contract. A DID specifically defines the data content, preparation instructions, format, and its intended use. A list of approved DIDs and their source documents can be found in the Acquisition Management Systems and Data Requirements Control List (AMSDL), DoD 5010.12-L.

33.1.1. Policy and Procedures.

33.1.1.1. Prepared according to DoD-STD-963, *Department of Defense Standard Practice, Data Item Descriptions (DIDs).*

33.1.1.2. The AFMC data manager is located at HQ AFMC/ENPM; Systems Engineering Policy Division is the sole approving authority for new DIDs within the Air Force. All requests for new DIDs must be submitted through this office before being put on contract. DIDs shall be structured to facilitate the tailoring (deletion) of requirements not applicable to a specific acquisition.

33.1.1.3. Any document that reference a DID is required to have an Acquisition Management System Control (AMSC) Number. If one has not already been assigned to the document, the preparing activity should contact the Department of Defense Single Stock Point (DoDSSP) and request assignment of a new AMSC. /EN, Directorate of Engineering

33.2. Qualified Products List (QPLs). Preparing Activities (PAs) responsible for preparation, format, justification, retention, authorization, and use of QPLs, will refer to the *Federal Standardization Manual*, SD-6, *Provisions Governing Qualification,* SD-20 *the DoD Qualification Program (How to use it),* and DoD 4120.24-M for instructions and responsibilities in the use and maintenance of QPLs.

33.3. Non-Government Standards (NGSs).

33.3.1. Policy and procedures for NGSs are addressed in DoD 4120.24-M. Additional information can be found in the SD-9: *DoD Interaction with Non-government Standards Bodies.*

33.3.2. Adoption and use is preferred in lieu of preparation of other types of DoDISS documents.

33.3.3. Participation in Development.

33.3.3.1. OMB Circular A- 119, *Federal Participation in the Development and Use of Voluntary Standards,* requires federal government participation in the activities of NGSBs.

33.3.3.2. DoD components will provide representatives to industry standard bodies during development effort, as required.

33.3.3.2.1. Participants are listed in the Non-Government Standards Technical Committee Participation (TCP) Database at **http://www.standards.gov.** or from DSP home page link at **https://www.dsp.dla.mil**.

33.4. Non-DoDISS Documents. The FAR, Part 11, paragraph 11.102 states that requirements documents will be developed according to guidance contained in the Federal Standardization Manual FSM-2000 and, for DoD components, DoD 4120.24-M. There are situations when development of a NGS, Federal or Military standard/specification is not warranted. These include one time purchases,

small purchases, or when development of a standardization document is not cost effective. In these cases it is acceptable to prepare a purchase description (PD) for local use.

33.4.1. Purchase Descriptions (PDs).

33.4.1.1. PDs may be used when no satisfactory standardization document exists to buy products. Use of purchase descriptions shall be limited to one-time buys, small purchases, or when development of a standardization document is not considered cost effective. PDs are not intended for repetitive procurements.

33.4.1.2. Disadvantages of using PDs.

33.4.1.2.1. No DODISS visibility, as PDs are not listed in the DODISS.

33.4.1.2.1.1. DoDISS documents are easily obtained by manufacturers who are considering bidding on DoD acquisitions. If a manufacturer misses the Government Business Opportunities advertisement for a PD item, they have no way to know the recurring requirement exists.

33.4.1.2.2. Lack of visibility results in DoD PAs developing similar PDs to buy the same kind of item.

33.4.1.2.2.1. Multiple National Stock Numbers (NSNs) may be assigned to an item of supply when descriptive data is unavailable, different PD numbers are assigned, and different manufacturers reference numbers make the item unrecognizable as the same item of supply.

33.4.1.2.2.2. Central stock, store, and issue determinations are not evaluated because the multiple requirements are only visible locally.

33.4.1.2.3. PDs have no standardized format. Ds have no standardized format.

33.4.1.2.3.1. Specific areas, such as requirements, quality assurance, etc., are difficult to locate.

33.4.1.2.4. Coordination bypass of the standardization community and lack of cross-reference documentation jeopardizes proper standardization Interchageability & Substituteability (I&S) groupings, catalog phrase coding, etc.

33.4.1.2.5. Items procured are not authorized for generic NSN relationships.

33.4.1.2.5.1. DoD policy restricts generic NSN relationships to items procured under military, federal, or industry specifications.

Note: A common misconception is that PDs are "quicker out the door" than DoDISS type documents because they don't require coordination with other DoD activities. However, the coordination cycle for a new CID is limited to 45 days, and, if an interim document to an existing DoDISS document is used, coordination is delayed for a period of up to 2 years. This permits the immediate use of the interim document to meet urgent needs.33.4.1.2. Safety Review. Items procured by PD require Occupational Safety and Health (OSH) review during the local coordination cycle. Refer to Chapter 32 of this manual, paragraph 32.1.33.4.1.3. Standard PD Identifier Numbers.

33.4.1.3. PD identifiers, for one time buys and those that may lead to multiple buys, will be constructed as shown in table 33.1. This standard format will facilitate inspections and audits for adherence to PD policy.

Table 33.1. Document Identifiers for Purchase Descriptions

Doc Type	Year	Office	Engineer Number	Project Number
PD	02	OC/TICLA	107.2	None
CID	**	**	**	6625-0715
MIL	**	**	**	**
FED	**	**	**	**

Note 1: A PD is a one-time buy and does not require a project number; however, it will require a buy item CAGE Code and part number to be added to the NSN.

Note 2: The "Project Number" column refers to a DoD Standardization Project number. Information on how to obtain standardization project number can be found in DoD 4120.24-M., Chapter 4, paragraph C4.2. and the SD-4, *The Status of Standardization Projects*.

Note 3: ** indicates like information, as applicable.

33.4.1.4. A copy of all ALC prepared PDs will be forwarded to HQ AFMC/LGIS concurrent with the request for stocklist action sent to the AF cataloging agent.

33.5. DoDISS.

33.5.1. The DoD Index of Specifications and Standards (DoDISS) contains information on all DoD prepared specifications, standards, and handbooks. In addition, DoDISS also contains federal documents and non-Government documents adopted for DoD use.

33.5.2. The DoDISS is a complete listing of all unclassified federal, military, and departmental specifications, standards, related standardization documents, and industry documents which have been adopted for DoD use. Use of the DoDISS is mandatory for all DoD activities. It is published in hardcopy and CD.   The DoDISS is comprised of three parts:

33.5.2.1. Part I is an alphabetic listing of all active documents, listed by nomenclature, cross-referenced to document number, date, PA, and custodian. 33.5.2.2. Part 11 is a numeric listing which reflects all active documents, in document number sequence, by document type. Military Specifications (MIL SPECS), Military Standards (MIL STD), Federal Specifications (FED SPEC), Federal Standards (FED STD), Commercial Item Descriptions (CID), QPLs, and industry documents, in that order. Part 11 also contains an appendix, which is a cumulative listing of all documents that have been canceled.

33.5.2.2. Part III is a cumulative listing of documents in Federal Stock Class (FSC) sequence, indexed alphabetically.

33.5.3. The hardcopy DoDISS is published annually in July and updated bimonthly by use of cumulative supplements. The Part 11 Appendix (listing of canceled documents) is an exception, it is published three times a year.

33.5.3.1. Each section is updated with its own supplement. These supplements can be identified by the yellow color and the word "supplement," printed on the title page. The CD-ROM version is published bimonthly with each bimonthly edition completely replacing the previous edition.

33.5.4. Changes to DoDISS.

33.5.4.1. Changes or corrections to existing DoDISS data are accomplished by submitting DD Form 1865, **DoD Index of Specifications and Standards (DoDISS) Change/Correction Request**.

33.5.4.2. PAs submit DD Forms 1865 to their standardization activities for processing.

33.5.5. Listing Air Force Interest Activities.

33.5.5.1. The program for maintaining the DoDISS permits a maximum of five interest activity codes combined for each military service.

33.5.5.1.1. PAs and custodians are not designated as interest activities.

33.5.5.2. Concluding material, of new and revised standardization documents, will indicate the interest activities in the order desired, especially when the total exceeds five activities.

33.6. Acquisition Streamlining And Standardization Information System (AS SIST).

33.6.1. Introduction.

33.6.1.1. The ASSIST is used by the DoD community in the management of the DSP. ASSIST is a tool used to provide timely information about specifications and standards imposed in the acquisition process and to attain visibility over the interrelationships between standardization documents. The ASSIST database presently consists of four major DoD standardization and acquisition databases. These databases include the DoDISS, SD-1, SD-4, and the Data Requirements Control List (AMSDL). These databases are accessed and the information is integrated to supply a variety of standardization document report capabilities, to support DSP initiatives and track/maintain current status of standardization projects.

33.6.1.2. ASSIST is available in CD-ROM format, which is updated bimonthly or on-line. The ASSIST database is in operation at DoDSSP, Philadelphia PA. Reports can be selected from the "MAIN MENU" to give hierarchical relationships between documents through their existing references. Reports may be accessed from the "MAIN MENU" to provide keyword searches and ad hoc queries as defined by the user. On-screen prompts identify information provided by individual reports and function keys are standardized to allow users to adapt easily to the software.

33.6.1.3. This network environment allows users to generate and view current standardization reports and to download information to your personal computer. The download capabilities are available for interactive and batch reports. The ASSIST data is updated weekly with the latest information; however, it does not maintain a complete history file on document revisions. ASSIST provides information on active and canceled documents in the following categories: MIL-SPECs, MIL-STDs, Military Sheet Form Standards (MS), Air Force-Navy Aeronautical Standards (AN), Air Force-Navy Aeronautical Design Standards (AND) drawings, military bulletins and handbooks, CIDs, adopted NGSs, FIPS, QPLs, DIDs, International Standardization Agreements, DoD SDs, and Military Guide Specifications.

33.6.2. System Access. ASSIST may be accessed via http://dodssp.daps.mil/assist.htm. A password is required prior to ASSIST access. Passwords may be obtained by calling the ASSIST Help Desk at Commercial (215) 697-6257 or DSN 442-6257.

33.6.3. Required changes to the ASSIST Database may be initiated via DD Form 1865. The phrase, "These changes are required to correct information in the ASSIST Database," will be included in the remarks block.

33.7. SD-1. Standardization Directory.

Note: The SD-1 although still available in hardcopy at this time, has become a sub database of the ASSIST and is available to all ASSIST users. Point of contact information available in ASSIST is apt to be more current.

33.7.1. Introduction. The SD-1 identifies the activities and responsibilities for those activities having an interest in the DSP.

33.7.2. Description. The SD-1 is comprised of three parts: Part 1, known as the Standardization Management Activity (SMA) List, identifies DoD SMAs and other interested organizations having responsibility for activities in the DSP. The inside front cover identifies the activities responsible for the various sections of the directory and explains how to submit changes. The forward and definitions sections give general information, a listing of standardization codes and descriptions, a listing of standardization documents and their cognizant OSD technical review offices, and a listing of prohibited references in standardization documents.

33.7.2.1. Part I is made up of two segments.

33.7.2.1.1. The first segment lists SMAs, sectioned off by military activities, defense agencies, and other elements of the federal government.

33.7.2.1.2. Segment two lists SMAs in alphanumeric sequence by the designated activity codes for the SMAs,

33.7.2.2. Part 2 is a list of standardization assignments, i.e. Lead Standardization Activity (LSA), Participating Activity, Item Reduction Activity, etc. This is broken out by standardization area, FSG, and FSC.

33.7.2.3. Part 3 provides standardization points of contact, including names, addresses, and telephone numbers for the DoD and civilian agencies,. It also identifies standardization areas and FSCs in which DoD SMAs and civilian agencies have an interest and should review standardization documents and item reduction studies.

33.8. SD-4. Status of Standardization Projects.

Note: The SD-4 although still available in hardcopy at this time, has become a sub database of the ASSIST and is available to all ASSIST users. Project information available in ASSIST is apt to be more current.

33.8.1. Introduction. The SD-4 indicates the status of standardization projects for the development, revision, and amendment of specifications, standards, handbooks, and studies. The SD-4 is compiled and published by DAPS, from data submitted by standardization activities throughout DoD. Printing and distribution is accomplished on a quarterly basis.

33.8.2. Description. The SD-4 is comprised of four parts.

33.8.2.1. The first part lists standardization projects in FSC sequence.

33.8.2.2. The second part is in PA sequence.

33.8.2.3. The third part is the canceled projects section, also in FSC sequence.

33.8.2.4. The fourth part cross-references document title to project in FSC sequence.

33.8.2.5. Each listing contains an individual line for each project as well as a total of all projects within that FSC. All information is common to all sections. The purpose of having four listings is to allow users to search by PA, FSC, or to identify canceled documents.

33.8.2.6. Inputs are made to DAPS via DD Form 1585, **Standardization Project Transmittal Form**. This form allows for input of a new submission or additional information at a later date.

Chapter 34

ITEM REDUCTION PROGRAM

34.1. Item Reduction Studies (IRS).

34.1.1. Responsibilities.

34.1.1.1. Standardization activities develop, administer, and coordinate programs for conducting IRS projects and preparing proposed IRS lists (PIRSL) in agreement with interdepartmental assignments, as designated in the SD-1.

34.1.1.2. IRSs prepared in all Federal Supply Classes (FSCs)/Federal Supply Groups (FSGs), whether prepared by an AF activity, an authorized agent for AF, by another Service, or Agency, will be coordinated with the appropriate ALC Engineering Support organization except in those cases as outlined in paragraph 34.3.2. below.

34.1.1.3. HQ AFMC/LGIS is responsible for preparing IRSs in all FSCs, which have been assigned to AF with the exception of FSCs 1510, 1520, 1540, and 1550; the items stocklisted in these four FSCs are the responsibility of ASC/ENOI.

34.2. Procedures and Study Format.

34.2.1. Procedures, data requirements, catalog data actions, and format for IRSs and item standardization coding are according to DoD 4120.24-M, the *Defense Standardization Program (DSP) Policies and Procedures Manual*

34.3. HQ AFMC/LGIS and ALC Coordination.

34.3.1. HQ AFMC/LGIS, or an agent so designated by them, will perform simultaneous review of all IRSs in which one or more of the ALCs have user interest recorded on at least one of the National Stock Numbers (NSNs) included in the study.

34.3.1.1. HQ AFMC/LGIS will review items with an Item Standardization Code (ISC) 1, related to items with an ISC 3, which indicate present AF use. See Table 34.1. for ISCs.

34.3.1.2. ALC engineering offices will review ISC 1 items for which they are the manager and/or user of the ISC 3 item.

34.3.2. Coordination between HQ AFMC/LGIS and the ALC is not required for related items that are in an AF Interchangeability and Substitution Suspense System, D043B, I&S group and the ISC 1 item is the group master.

34.3.3. The ALCs will forward their comments to HQ AFMC LGIS, with sufficient lead time to allow 10 working days from the due date, to consolidate AF comments and prepare a reply to the Preparing Activity (PA). ALC comments will indicate total concurrence or identify, by index number, ISC 1/3 relationships that are not acceptable. NOTE: If the ALC review cannot be completed by the scheduled due date, it is the ALC's responsibility to inform HQ AFMC/LGIS. Following receipt of the request, HQ AFMC/LGIS will obtain an extension from the IRS PA prior to granting an extension to the ALC.

34.3.3.1. When responding with a non-concurrence to a relationship, the engineer will include technical justification to support his/her decision.

34.3.3.2. Comments will include the name, office symbol, and DSN number of the reviewer or responsible point of contact at the ALC.

34.3.3.3. The ALC will retain the IRS until they receive the summary of the completed study from the Preparing Activity (PA).

34.3.4. HQ AFMC/LGIS will contact the AF reviewers when comments differ as to acceptability of replacing ISC 1 items. If resolution cannot be reached between reviewers, HQ AFMC/LGIS will reply to the Preparing Activity with a non-concurrence to the subject relationship.

34.3.5. HQ AFMC/LGIS will forward a listing to the ALC standardization program focal point as indicated in the SD-1 after the IRS review is complete. This listing will identify the index number and corresponding NSN of each ISC 1 item to be adopted for Air Force use.

34.3.6. The appropriate ALC ES, in conjunction with the IM, will initiate a Request for Cataloging Data/Action or SSR, as appropriate, to adopt replacing ISC 1 items, identified in the DLIS listing, for Air Force use.

34.3.7. HQ AFMC/LGIS will ensure NSNs on the adoption listing are adopted for Air Force use within 180 days. HQ AFMC/LGIS will follow-up to the ALCs, as required, until all actions are complete.

Table 34.1. Item Standardization Codes (ISC)

ISC	Explanation
0	Items under the specification control of the Defense Threat Reduction Agency (DTRA) or National Security Agency (NSA).
1	An item authorized for acquisition initially identified as the result of a formal IRS and accepted as a replacement for one or more items not authorized for acquisition (ISC 3). In generic relationships, a Code 1 item is related to a Code 2 item.
2	An item authorized for acquisition that has been included in an IRS, and which has no replacement item identified. Additionally, for generic relationships, an ISC 2 shall be replaced by an ISC 1.
3	An item which, as a result of a formal IRS, is accepted as not authorized for acquisition and must have a replacement (ISC 1 or B) NSN identified.
5	An item authorized for acquisition that has not yet been subject to item standardization.
6	An item authorized for acquisition that is in a specific Federal Supply Class (FSC) or Approved Item Name (AIN) grouping, consisting primarily of items which are one-of-a-kind; therefore, little or no potential exists for elimination of items through formal IRSs.
7	North Atlantic Treaty Organization (NATO) use only.
8	NATO use only.
B	A new item authorized for acquisition, contained in a new or revised superseding specification or standard, that replaces prior items.
C	An item, authorized for acquisition, which has been included in an IRS but an intelligent decision could not be made due to lack of sufficient technical data.
E	An item, no longer authorized for acquisition, which has been replaced by an item contained in a new or revised superseding specification or standard.

Chapter 35

INTERNATIONAL MILITARY STANDARDIZATION AGREEMENTS

35.1. Responsibility for Participation. Policies and responsibilities for compliance with international military standardization agreements are subscribed to, and ratified by, the US and USAF and delineated in AFPD 60-1 *Operations and Resources Standardization*, AFI 60-101 *Operations and Resources* and implemented by AFI 60-106, *The United States Air Force International Military Standardization Program*.   Procedures for implementing International Military Standardization Agreements can be found in DoD 4120.24-M, *Defense Standardization Program (DSP) Policies and Procedures Manual.*

35.2. Standardization Agreements and Publications.

35.2.1. NATO Standardization Agreements (STANAG) are the record of an agreement amount, several, or all of the member NATO nations, to adopt like or similar military equipment; operational, logistics and administrative procedures; and design criteria and techniques.

35.2.2. A NATO Allied Publication (AP) is an informative or procedural publication issued by the North Atlantic Treaty Organization. They normally cover tactical, administrative, procedural, and logistical subjects.

35.2.3. ASCC air standards are standardization agreements, similar to NATO STANAGs. Each air standard is numbered according to the responsible working part and is coordinated with other Services/Agencies that may have an interest in the agreement. All participating Air Forces (Australia, Canada, New Zealand, United Kingdom, and the US) must ratify a proposed air standard before it can be enacted as a completed agreement; however, this ratification may include certain national reservations on specific details of the agreement. Procedures for the development and publication of air standards are found in ASCC instructions. National ratification of an ASCC air standard implies an obligation to implement the air standard, as modified by any reservations, in national orders and instructions.

35.2.4. ASCC Advisory Publications are used to compile and exchange information, which the working parties determine is of value to the member services, but cannot be agreed on in an air standard. All nations must agree to issue an advisory publication, but need not be in full agreement as to its content. Implementation of national actions is not required. The ASCC Reference Catalog of Air Standard and Advisory Publications lists the advisory publications; procedures for their development are found in the ASCC instructions. National ratification of an ASCC Advisory Publication does not obligate a nation to the implementation of the Advisory Publication nor to keep the national content current.

35.2.5. American, British, Canadian, Australian Armies (ABCA) agreements. Also know as Quadripartite Standardization Agreements (QSTAGs). An agreement promulgated by an international military standardization organization of the armies of the same five English-speaking nations as in the Air Standardization Coordinating Committee, except New Zealand does not hold full membership and is represented by Australia.

35.2.6. A list of approved agreements and air standards is included in the DoDISS.

35.2.7. The publications that implement these agreements are military and federal specifications and standards, drawings, or other technical publications. Some STANAGs are implemented by Technical Orders.

35.3. Program Implementation.

35.3.1. Procedures.

35.3.1.1. HQ AFMC responsibilities are monitored by HQ AFMC/LGIS, Logistics Information Support Office. When a STANAG (or any change to it) is implemented, the Air Force International Standardization Office (AF/XOOX-ISO) is notified of the method and date of implementation. New international standardization agreements and changes to existing agreements, with AFMC interest, are forwarded, by the ISO to HQ AFMC/LGIS for monitoring action. The ISO identifies the implementing documents for new agreements.

35.3.1.2. HQ AFMC/LGIS will forward the international agreement and indicate applicable implementing documents to the appropriate standardization activity (Air Force Code 11, 16, 68, 70, 71, or 84). HQ AFMC/LGIS will maintain a copy of all international agreements that have AFMC interest.

35.3.1.3. The standardization activity focal point will maintain a copy of all applicable international agreements and forward the agreement, indicating applicable implementing documents, to the engineering action office. The engineering action office is suspended, by the standardization activity, to initiate a project for implementation of the agreement within 30 days. Additional copies of international agreements, which may be required, can be obtained from the Defense Automated Printing Service (DAPS), Bldg. 4D, 700 Robins Avenue, Philadelphia, PA 19111- 5094 by written request on letterhead stationery. Copies may also be obtained online from the Acquisition Streamlining and Standardization Information System (ASSIST) database.

35.3.1.4. Implementation of an agreement is signified by the standardization activity's receipt of an amendment, revision, etc., which incorporates the agreement within the implementing document. Standardization activities (HQ AFMC/LGIS for the ALCs) will ensure the provisions of this manual are complied with prior to forwarding the document to DAPS for action.

35.3.1.5. Standardization activities will ensure subsequent changes to the implementing document do not affect that portion containing the international STANAG.

35.3.1.6. AFMC standardization activities will notify HQ AFMC/LGIS of the implementation date and the documents effected.

35.3.1.7. HQ AFMC/LGIS will notify the ISO of the method and date of implementation.

35.3.1.8. International agreements, relating to DoD Standard Drawing Practices (DRPR), DoD Engineering Data Reproduction Systems (EDRS), Engineering Data Systems (EDS), and Technical Manual Specifications and Standards (TMSS), are implemented by the Air Force Product Data Systems Modernization Office, MSG/MMF (Code 16).

35.4. Publication Annotation.

35.4.1. Procedures.

35.4.1.1. Each publication, which implements a STANAG, is annotated to clearly indicate the agreement it implements. According to the International Military Standardization Programs, AFI 60-101, and DoD Standard Practice, Defense Specifications, MIL-STD-961, the following instructions apply:

35.4.1.1.1. Preparing Activities (PAs) are responsible for implementing international standardization agreements as they relate to their responsibilities. NOTE: Implementation of international standardization agreements extends beyond a statement of international interest before the concluding material. The requirements of the agreements must be incorporated to the point of exclusion of portions of the implementing document that may be in conflict with the agreement. If this implementation cannot be accomplished, the working party chairperson, for the particular agreement, must be notified so a reservation concerning the sections of the implementing document in conflict can be filed for the USAF.

35.4.1.1.2. When military documents (e.g., specifications, standard, MS sheets, or handbooks) reference international standardization agreements as part of their requirements, the following statement will be added before the concluding material activity symbols: "Certain provisions of this document (identified by paragraph number or similar manner, if appropriate) are subject to international standardization agreement (insert the ABCA or ASCC standard number, the STANAG number, or other appropriate documentary reference). When amendment, revision, or cancellation of this document is proposed, which will modify the international agreement concerned, the preparing activity takes appropriate action through international standardization channels, including the Departmental Standardization Offices (DepSO), to change the agreement or make other appropriate accommodations."

35.4.1.1.3. If a specification or a standard includes drawings, the drawings will contain the following statement: "International Interest-See specification or standard (insert document identifier). Consult the preparing activity before any revision."

35.4.1.1.4. When a non-government document is identified as being a part of an international agreement, the following paragraph will be included in the acceptance notice before the concluding material activity symbols: "NOTICE: Certain provisions of this document are the subject of an International Standardization Agreement (identify fully). When validation, amendment, revision, or cancellation of this document is proposed, the military coordinating activity takes the appropriate action through military international standardization channels, including the Departmental Standardization Offices (DepSO), as required."

35.5. Agreement Deviations. Deviations will not be made from a standardization agreement or any implementing documents without prior consultation with (or, in an emergency, notification of) the signatory nations. If an AFMC organization must deviate from a USAF-ratified agreement, it will send a deviation request to the Air Force International Standardization Office (AF/XOOX-ISO). AFMC Preparing Activities will forward requests for deviation, via their standardization activity, HQ AFMC/LGIS.

Chapter 36

INTERCHANGEABILITY AND SUBSTITUTABILITY (I&S) PROGRAM

36.1. Purpose. The I&S Program documents and distributes item relationship data, approved for all applications, within the Air Force. By identifying related items of supply and providing an orderly attrition process, the I&S data is utilized in the procurement, management, and disposal of items in the Air Force and Department of Defense (DoD) inventories.

36.1.1. The Air Force I&S Program interfaces with the DoD I&S Program. The DoD program establishes a standardized process for the collaboration, establishment, recordation, interpretation, distribution, and inter-service support of items within the I&S Program. The Air Force I&S Program also provides visibility of item relationships that, for various reasons, cannot be established as DoD relationships.

36.1.1.1. I&S relationships recorded in the Federal Logistics Information System (FLIS) have been coordinated with all applicable DoD users. The Primary Inventory Control Activity (PICA) has responsibility to coordinate and establish the I&S family, but each I&S activity has the ability to record their own Order of Use (OOU). Air Force I&S activities will record their OOU within the guidelines of this chapter. When this information is recorded in FLIS, it is also recorded in the Air Force Master Item Identification Control System (MIICS)(D043), J Increment. DoD I&S information is visible through FLIS, D043, Federal Logistics Data on compact disc or DVD (as FEDLOG), and the Management Data (MD) I&S CD-ROM. The DoD and Air Force I&S information is also distributed from D043 to interfacing AF logistics systems.

36.1.1.2. The Air Force maintains I&S relationships on items that cannot be established as DoD relationships in FLIS. These relationships are recorded in D043, visible in D043A, and distributed to interfacing Air Force logistics data systems. These relationships include P-, S-, X-, and R-Files.

36.1.1.3. Visibility of I&S Data in D043A.

36.1.1.3.1. D043A Selected Data Screen. The D043A Selected Data Screen includes a field labeled "I/S IND". This element indicates if the screened item is included in an I&S relationship. Values for this field and their definitions are shown in Figure 36.1.

36.1.1.3.2. D043A J Increment Screen. The J Increment Screen for the master item indicates the type of group established (J, P, or S) and lists all group members and their associated OOU and Jump-To-Codes (JTCs). If a related item has a Numeric Parts Preference Code (NPPC) recorded, it will be displayed as the last position of the OOU field (see AFMAN 23-110, Vol. 2, Part 2, Chapters 14 and 27). If the item being screened is Air Force managed, the J Increment Screen will also display the I&S data for the other military services that are supported by the Air Force. If the item being screened is a related item, the J increment screen will display the master item followed by "MST" in the OOU field.

36.1.1.3.3. D043A X File Screen. The X File Screen shows established relationships that cannot be recorded in a group because of a data incompatibility. There are fields on the screen that show the relationship and incompatibility codes. Values for these codes are shown in Figure 36.2. and Figure 36.3. The X File can include National Stock Numbers (NSNs), Non-cataloged items (NCs), Non-definitive items (NDs) or Kit (K) numbers.

36.1.1.3.4. D043A R File Screen. The R File screen shows research results that were submitted as base inquiries. The Reply Code and Explanation fields provide detailed information of the relationship for these two items of supply. The R File can include NSNs, NCs, NDs, or K Numbers. The Reply Codes are defined as follows:

36.1.1.3.4.1. Reply Code A - The items are interchangeable and will be recorded in a J, P, or S relationship. The OOU for the requisitioned NSN is shown in positions 1-3 of the explanation. The OOU for the supplied NSN is shown in positions 4-6 of the explanation.

36.1.1.3.4.2. Reply Code B - The items are interchangeable but cannot be recorded in an I&S group. The relationship will be recorded in the X File.

36.1.1.3.4.3. Reply Code C - The requisitioned item is a substitute for the supplied item and the relationship will be recorded in a J, P, or S relationship. The OOU for the requisitioned NSN is shown in positions 1-3 of the explanation. The OOU for the supplied NSN is shown in positions 4-6 of the explanation.

36.1.1.3.4.4. Reply Code D - The supplied item is a substitute for the requisitioned item and the relationship will be recorded in a J, P, or S relationship. The OOU for the requisitioned NSN is shown in positions 1-3 of the explanation. The OOU for the supplied NSN is shown in positions 4-6 of the explanation.

36.1.1.3.4.5. Reply Code E - The requisitioned item is a substitute for the supplied item and the relationship will be recorded in the X File.

36.1.1.3.4.6. Reply Code F - The supplied item is a substitute for the requisitioned item and the relationship will be recorded in the X File.

36.1.1.3.4.7. Reply Code G - The requisitioned item is the Next Higher Assembly (NHA).

36.1.1.3.4.8. Reply Code H - The supplied item is the NHA.

36.1.1.3.4.9. Reply Code I - There is no relationship between the items.

36.1.1.3.4.10. Reply Code J - There is some degree of relationship between the items; however, substitution on an "across the board" basis cannot be authorized. The explanation contains further information.

36.1.1.3.4.11. Reply Code K - The requisitioned National Item Identification Number (NIIN) is invalid.

36.1.1.3.4.12. Reply Code L - The supplied NIIN is invalid.

36.1.1.3.4.13. Reply Code M - The requisitioned item has been changed to, consolidated with, transferred to, or canceled as a duplicate of the supplied item.

36.1.1.3.4.14. Reply Code N - The supplied item has been changed to, consolidated with, transferred to, or canceled as a duplicate of the requisitioned item.

36.1.1.3.4.15. Reply Code O - The items are contained in the same I&S group.

36.1.1.3.4.16. Reply Code P - The requisitioned and supplied items have both been replaced by the item identified in the explanation field.

36.1.1.3.4.17. Reply Code Q - Other. See information in the explanation field.

Table 36.1. D043A Selected Data Screen "I/S IND" Codes

Code	Explanation
I	I&S data, not currently recorded on this item, is pending for a future date.
N	There is no I&S data available for this item.
R	This item has a relationship recorded in the R-File.
S	This item is recorded in either a J-, P-, or S-File.
X	This item has a relationship recorded in the X-File.
*	Item will drop out of D043 when I&S is deleted.

If an NSN is recorded in both an R-File and an X-File, the "X" indicator will be displayed. If an NSN is recorded in several records, i.e., R-, X-, and either S-, P-, and J-Record, the "S" indicator will be displayed.

Table 36.2. D043A X-File Relationship Code Table

Code	Explanation
I	Interchangeable
L	Limited Substitute
M	No Relationship
N	Next Higher Assembly
S	Suitable Substitute
U	Unsuitable Substitute
G	Generic Relationship

Table 36.3. D043A X-File Incompatibility Code Table

Code	Explanation
1	Federal Supply Class
2	Materiel Management Aggregation Code (MMAC)
3	Source Of Supply
4	ERRC
5	Unit of Issue
6	Non-Use of Item Identifier
7	Pilferage Code
8	Security Code
9	Local Purchase
A	Acquisition Advice Code
B	Non-Use of Related Item
C	Non-Use of Either Item
D	Non-Conformance to DoD I&S
M	No Relationship
N	Next Higher Assembly
P	Consolidated/Transferred/Canceled/Duplicate
R	MOE Rule

36.2. Terms Explained. The following terms, listed in alphabetical order, are peculiar to the DoD and Air Force I&S Programs.

36.2.1. Bachelor Item. An item of supply which is not recorded in an I&S relationship.

36.2.2. Generic Item. An NSN which applies to a Military, Federal, or adopted industry specification or standard which is used to procure actual items of supply that meet the specification or standard. Assets are not stocked under the generic NSN. The generic item does not represent an actual item of supply, but defines the performance of the items procured under the specification or standard.

36.2.3. Generic Specific Item. An actual item of supply that has been procured under a specification or standard that defines performance criteria. These items are grouped as interchangeable with the generic master.

36.2.4. I&S Decision Record (ISDR). A clear text record, accessible through the D043 System, which records information to support I&S decisions.

36.2.5. I&S Family. An entity of items that possess physical and functional characteristics such as to provide comparable performance for a given requirement under given conditions. Also, the full range of items, determined by the managing or using services and agencies (S/As), to have unconditional interchangeable or substitutable relationships with each other and for which a common master item is a suitable replacement.

36.2.6. I&S Group. A grouping of items possessing such physical and functional characteristics as to provide comparable functional performance for any given application. Such items are identified as interchangeable or substitutable and are arranged in descending order to the item preferred most for

retention in the inventory. **Note:** For I&S purposes, the terms I&S family and I&S group have the same meaning.

36.2.7. I&S Phrase Codes. Phrase Codes used in FLIS and the D043 System that accompany an OOU.

36.2.7.1. Phrase Codes are E, F, G, J, S, U, 3, 7 and <blank>.

36.2.8. Inherent Characteristics. The physical and functional qualities that describe the intended use, operating conditions, tolerances and range, purpose, and capability of an item. Such factors serve as the basis for determining which items may be treated as interchangeable or substitutable.

36.2.9. Interchangeable Relationship. Two or more items of supply that can be used in place of each other in all applications, without modification, other than adjustment. The form, fit, and function of these items are identical. These items will be recorded in the same subgroup. Requisitions against any item in the subgroup can be filled by any item in the subgroup.

36.2.10. Item Identifier. The identity of a cataloged or noncataloged item for which a relationship is reflected in an X-Record relationship. Normally the non-preferred item in an X-Record relationship.

36.2.11. J-Record. A fully coordinated and approved DoD I&S relationship. I&S Phrase Codes and OOU will be recorded in both FLIS and D043. The I&S information is also visible in FEDLOG and on the MD I&S CD-ROM product.

36.2.12. Jump-To-Code (JTC). A three position code used to denote an exception to the normal, progressive I&S relationships which pertain to an I&S family. The presence and value of a JTC identifies items which have no I&S relationship with each other, but do have a common substitutable item in the family.

36.2.13. Master Item. The item in an I&S family which is commonly regarded, by the managing and using S/As, as a suitable replacement for all other items in the family and as the preferred item for acquisition purposes. **Note:** Within a family headed by a generic master, the generic NSN is always designated as the master.

36.2.14. Order of Use (OOU). A three-position code that is assigned to I&S items in order to array the items in ascending order of preference.

36.2.15. P-Record. An I&S relationship which is valid for all Air Force applications, but which has not been approved by other services for their applications. The Air Force is the manager of all group members. The D043 will reflect an OOU, but no I&S Phrase Codes. The relationship is visible in FEDLOG, but not in FLIS.

36.2.16. Parts Preference Code. The third position of the OOU Code. This code shows the Order of Preference of items recorded in the same subgroup.

36.2.17. R-Record. An I&S record which is built in response to an inquiry generated when a requisition is filled by an item other than what was ordered.

36.2.18. Related Item.

36.2.18.1. An item of supply which has functional or physical characteristics which render it a lower order of preference for use than that accorded to the master item of an I&S family.

36.2.18.2. The identifying NSN of the item for which a relationship is reflected in an X-Record relationship. Normally the preferred item in an X-Record relationship.

36.2.19. S-Record. An I&S relationship which is valid for all Air Force applications, but which has not been recorded in FLIS by the manager. The Air Force is not the manager of the master item. The D043 will reflect an OOU, but no I&S Phrase Codes. The relationship is visible in FEDLOG, but not in FLIS.

36.2.20. Subgroup Code. The first two positions of the OOU Code. All items recorded in the same subgroup are interchangeable. Items assigned different subgroups have some form of substitutability.

36.2.21. Substitutable Relationship. Two or more items of supply that are similar, but one of the items has inherent characteristics that make it preferred over the other item. The preferred item can replace the non-preferred item for all applications, but the non-preferred item is not authorized for use in applications that designate the preferred item. These items will be recorded in different subgroups, with the preferred item being in the highest subgroup. Requisitions submitted against the non-preferred item can be filled by the preferred item, but the non-preferred item cannot be used to fill requisitions against the preferred item.

36.2.22. X-Record. An I&S relationship which is valid for all Air Force applications, but some incompatibility exists that prevents the relationship from being recorded in an I&S family (J-, P-, or S-Record).

36.3. Policy. I&S data is developed, maintained current, and used to the maximum extent practical in the accomplishment of Air Force functions. This policy applies to all items of supply in which the Air Force has an interest.

36.3.1. Item relationships are determined and applied according to the criteria and procedures provided herein. When established, such relationships constitute Air Force approved I&S data.

36.3.2. Interchangeable items should be consolidated under a single NSN when:

36.3.2.1. Items don't require stocking of peculiar components or parts.

36.3.2.2. Items are piece parts and not subject to further disassembly (e.g., resistor, bolt, washer).

36.3.2.3. Items, properly identified as Source Control Drawings according to ASME Y14.100, *Engineering Drawing Practices*, will not be grouped with other items of supply unless the manufacturer issues a drawing change to add the alternate item as approved for this application.

36.4. Responsibility.

36.4.1. HQ AFMC/LGIS is assigned primary responsibility for I&S Program accomplishment and, as the Office of Primary Responsibility (OPR), will:

36.4.1.1. Prepare and distribute policy guidance, technical criteria, and procedures necessary for the development and maintenance of item I&S relationship and records determination.

36.4.1.2. Program and schedule I&S programs and workloads.

36.4.1.3. Maintain staff surveillance over the implementation of these procedures to include:

36.4.1.3.1. Compliance, adequacy, and quality of determinations, coverage, and distribution media.

36.4.1.3.2. Maximum use of I&S data in controlling the entry of new items into the inventory and by identifying unneeded or less desirable items in a like manner that will assist in their orderly attrition from the inventory.

36.4.1.3.3. Compatibility of the program and its products in relation to DoD, Air Force, and AFMC materiel management programs and objectives.

36.4.1.4. Provide policy and procedural guidance and maintain administrative control over those matters of a mission nature which relate to the I&S Program. Such guidance and control is provided consistent with related DoD, Air Force, and AFMC materiel management programs and objectives. This includes:

36.4.1.4.1. Exercising control over changes and additions to the system specifications and requirements.

36.4.1.4.2. Ensuring the system and its products are adequate, compatible, and responsive in relation to other materiel management system programs and objectives.

36.4.1.4.3. Preparing and submitting C&I Requirements Documents (CSRDs), is accomplished using the AFMC Form 321, to effect changes and additions to the system specification.

36.4.1.4.4. The Air Force I&S activities will implement and support the policies, procedures, and objectives of the I&S program as they apply to their commodity areas and mission assignments as defined in Figure 36.4. Organizational components, responsible for acquiring, computing, requisitioning, issuing, and authorizing items, will ensure program support through the maximum use of I&S data. Program implementation and maintenance responsibilities are as outlined in Figure 36.4

Figure 36.1. I&S Responsibilities.

Activity	FSGs/FSCs	Type of Items
DLIS-KF (Per Air Force Business Plan) 74 Washington Ave N., Suite 7 Battle Creek, MI 49017-3084	All FSGs/FSCs except those listed for other unique-mission cataloging activities below.	All items not excluded below
Nuclear Weapon Product Support Center AAC/WNL 1651 First Street SE Kirtland AFB, NM 87117-5617	FSG 11	Nuclear Activity 22
Air Force Medical Logistics Office AFMLO/ FOC Bldg 1423 Suite 200, Sultan Drive Ft. Detrick, MD 21702-5006	FSG 65	Medical Activity 03
Aerospace Fuels WR-ALC/SFTT, Detachment 3 2261 Hughes Ave., Suite 123 Lackland AFB, Texas 78236-9823	FSGs 68 and 91, and FSC 8120	Aerospace Fuels Activity 68
Air Force Services Agency AFSVA/SVOHF 10100 Reunion Place, Suite 401 San Antonio, TX. 78216-4138	FSG 89	Subsistence Activity 35

36.4.2. The Air Force I&S activities, in their assigned commodity areas, will:

36.4.2.1. Develop, document, and maintain item relationship data pertinent to items of interest to the Air Force.

36.4.2.2. Collaborate and coordinate with responsible DoD agencies and Air Force activities on technical, administrative, and operational matters relating to item relationship determinations and data.

36.4.2.2.1. I&S collaboration between AF activities is accomplished using AFMC Form 133, **Interchangeability and Substitutability Program Worksheet**. This form can be submitted by hardcopy through D143C, Main Menu Option 1, Submenu Option 15, or on-line by accessing: **http://ww.afpubs.hq.af.mil**.

36.4.2.2.2. I&S collaboration between the Air Force and other DoD I&S activities is accomplished using JLC Form 47, **DoD I&S Family Collaboration Request**.

36.4.2.2.3. Items that have an established Item Standardization relationship require no further collaboration to establish an I&S family.

36.4.2.3. Establish and maintain, on a current basis, item relationship records and files as prescribed herein. Ensure their quality and compatibility, both technically and administratively.

36.4.2.4. Upon request, provide Item Manager (IM) and System Manager (SM) activities with I&S data pertinent to items required or used in support of their respective systems or commodity assignments.

36.4.2.5. Participate and collaborate in DoD standardization studies and item entry control (IEC) programs and in the implementation and use of resultant findings. For more information, access the DSP website at   **http://www.dsp.dla.mil.**

36.4.2.6. Validate interchangeability relationships for conformance with functional, operational, and environmental requirements through physical inspection, test, or technical documentation of items, as applicable.

36.4.2.7. Review, validate, and document I&S relationships generated by other sources (e.g., base activities, Defense Supply Centers {DSCs}, other military services, etc.).

36.4.2.8. Perform I&S review of items proposed for buy, adoption, or use by the Air Force. Such reviews include items proposed through the media of provisioning, procurement, part number requisition, standardization, inter-Service support, government furnished materiel, disposal, and other type documents.

36.4.2.9. Direct to the attention of the responsible activity any irregularities or inconsistencies in source materiel (e.g. technical orders {T.O.}, specifications, standards, supply catalogs, engineering drawings, etc.) resulting from I&S research.

36.4.2.10. Accomplish, coordinate, and implement I&S projects and studies generated within the activity, received from other activities, or in compliance with direction from higher authority.

36.4.2.11. Receive, review, prepare, and submit, in prescribed format, file maintenance data to establish, correct, or delete I&S records.

36.4.2.12. Receive, process, and maintain authorized I&S data output products.

36.4.2.13. Ensure I&S item relationship determinations conform with established engineering criteria.

36.4.3. The IMs and SMs at the Air Logistics Centers (ALCs) and the IMs at Air Force Clothing and Textile Office (AFCTO) and Air Force Civil Engineering Support Agency (AFCESA) will:

36.4.3.1. Prepare and submit AFMC Form 513, **Time Compliance Technical Order (TCTO) I&S Notification**, to LGIS, concurrent with the distribution of a TCTO on an I&S impacted item. This form can be submitted by hardcopy or at website: **https://www.afmc-mil.wpafb.af.**. The completed form is used by the I&S technician as source data to input to D043B/NPPC "4" and D043/Phrase Code "R". Revisions to TCTO status are forwarded to the I&S technician using the same form. Additional information for processing TCTOs can be found in AFMCMAN 21-1, *AFMC Technical Order System Procedures* and T.O. 00-5-15.

36.4.3.2. Make maximum use of I&S resources and information in the accomplishment of assigned materiel management functions (e.g., stock control and distribution, determination of new and/or follow on materiel requirements, etc.).

36.4.3.3. Collaborate, as required, in the development, determination, and/or implementation of I&S relationship decisions to ensure that maintenance, engineering, and supply support are not adversely affected. Where such support functions would be adversely impacted, advise the I&S

activity and/or submit other alternatives. Refer inquiries and/or matters of an I&S nature to the I&S activity responsible for the commodity or subject involved.

36.4.3.4. Initiate supply catalog change requests to implement I&S determinations and/or reconcile inconsistencies in management data.

36.4.3.5. Collaborate, as required, in determining the proper numeric parts preference code for items made unsuitable as a result of a Catalog Management Data (CMD) action.

36.4.4. The ALC Engineering Activity will:

36.4.4.1. Provide engineering support, when requested, in the development and/or use of I&S data in logistic operations. Such support includes developing and providing I&S criteria for use in making I&S determinations within assigned commodity areas and the review and evaluation of I&S decisions involving items considered to be "engineering critical" because of safety, reliability, performance, integrity of design, and/or system compatibility factors.

36.4.4.2. Advise the appropriate I&S activity of new or anticipated TCTOs and their effective and rescission dates within 10 working days of publication or rescission.

36.5. Research and Determinations.

36.5.1. Research. Technicians' studies and decisions for I&S encompass the research and evaluation of the physical, functional, qualitative, and/or operational capabilities of the items involved. For I&S purposes, these capabilities are expressed and evaluated in terms of the technical characteristics of an item. Technicians, as required, obtain test data, make physical comparisons and coordinate with other organizations or activities. Such actions are effected through oral or written communication or through personal visits to government, contractor, or vendor facilities to obtain the necessary installation, demonstration, and/or test data not otherwise available. Research of source documents for I&S purposes include, but are not necessarily limited to, bills of materiel, technical orders (T.O.) and manuals, federal cataloging records, parts catalogs, government and/or manufacturers' standards, specifications, and engineering drawings, procurement documents, engineering change proposals and orders, supply catalogs, provisioning documentation, and the use and application of data contained in engineering and design handbooks.

36.5.2. Determinations. I&S determinations are the result of analytical comparisons of the technical characteristics inherent in the item involved. These determinations may be positive or negative. Positive determinations are expressed in terms, which indicate the degree, or conditions under which the items may be interchanged one for the other. Technical characteristics, for the purpose of I&S determinations, are those features that an item must possess to be capable of being interchanged. Included are characteristics pertinent to material, form, fit, function, operational speeds or frequencies, environmental conditions, reliability compatibility, motivation, inputs, and other commodity peculiarities that would preclude or limit the interchange of items. I&S determinations resulting from such comparisons are within accepted engineering practices, authorized tolerances, and/or maintainability requirements as established by the contractual requirements of the procuring document.

36.6. Records and Files. The responsible I&S activity will establish and maintain item relationship records for assigned commodities. These records reflect findings resulting from I&S research and constitute an approved source of I&S data. Such records are established and maintained to fully document the I&S findings and pertinent data. Documentation includes I&S findings resulting from research, evalua-

tion, and comparisons of the technical characteristics of the item involved and the purpose for which the items were designed. The following type records are established and maintained according to the conditions prescribed:

36.6.1. I&S Records (D043B). I&S relationships that meet the criteria for inclusion in the mechanized system are recorded by this media when all known relationships can be fully depicted. In the event such relationships cannot be fully depicted and/or a more detailed record is necessary, a supplemental record in the form of the D043 ISDR is prepared.

36.6.2. D043 ISDR. This record is used to document and maintain I&S findings and/or data that cannot be fully and/or properly reflected in the D043B I&S Records. The record is stored in the D043 and can be interrogated from the D043A Main Menu. In general, these records are used when:

36.6.2.1. A non-stocklisted (NSL) item is subject to a technical research and evaluation on an item-to-item basis (e.g. a NSL item is researched and technical characteristics are compared with a similar NSL or NSN item).

36.6.2.2. An item is deleted from the mechanized I&S System when it is no longer Air Force used. Records prepared on these type items reflect the NSN of the active item, which supersedes or replaces the inactive item.

36.6.2.3. A backup record is necessary to retain data relative to origin or source data, coordination obtained, inquiries or challenges requiring revalidation, notations of major differences found, item application, etc.

36.7. Processing of Inquiries and Resolution of Controversies. The processing of inquiries and/or the resolution of controversies is a continuing function of each I&S activity in their assigned commodity areas. Requests from field units, management sources, contractors, etc., relative to I&S data published and/or furnished for use in automated programs, are an important factor in achieving optimum and valid relationships.

36.7.1. Inquiries received are processed in a timely manner and the findings coordinated with responsible components when maintenance, engineering, and/or management considerations exist. Such coordination is important in the resolution of controversies and/or in the establishment of an AFMC or United States Air Force (USAF) position with respect to the acceptability of other S/As offerings of substitute items.

36.8. Generic NSN Management.

36.8.1. Purpose.

36.8.1.1. Generic standardization relationships are established to provide supply management control of repairable items. Internal configuration differences, requiring different repair parts during depot or contractor repair, require separate NSNs to identify each repairable item.

36.8.1.2. The generic master NSN is used to consolidate requirements. It is for acquisition purposes only and no DoD assets are stored under the generic master NSN.

36.8.2. Generic Relationships.

36.8.2.1. The generic master NSN will have an Acquisition Advice Code (AAC) of W and an Item Standardization Code (ISC) of 1 (procurable).

36.8.2.2. Repairable items of supply, related to a generic master NSN, will:

36.8.2.2.1. Be fully interchangeable.

36.8.2.2.2. Be the requisitioned items and have recorded assets.

36.8.2.2.3. Be linked to the generic master with a phrase code "S" (on master indicating related) and interlinked, between the related, with phrase code "J."

36.8.2.2.4. Have an ISC of 2 and indicate the generic master NSN with a phrase code 3.

Note: ISC 2 items may replace ISC 3 items of older configuration or having less capabilities that are no longer procured.

36.8.3. Application.

36.8.3.1. Use of generic standardization relationships is restricted to repairable items acquired under military/federal specifications, including Commercial Item Descriptions (CIDs).

36.8.3.1.1. I&S Activities will ensure generic relationships are restricted according to Defense Standardization Program Policies and Procedures, DoD Manual 4120.24-M and FLIS Procedures Manual, DoD 4100.39M, during IEC review.

36.9. Establishment of I&S Relationships. The establishment of the I&S relationship in D043 is necessary to implement the mechanical substitution and distribution processes with the Air Force logistics systems. The J-Record is the preferred type of I&S relationship, followed by the P- and S- Records, and finally, the X-File. Any positive R-File relationships should be recorded in the appropriate file above.

36.9.1. Establishment of an I&S Group. The following edits must be executed to record items in an I&S group.

36.9.1.1. A group may not exceed 50 items.

36.9.1.2. All members of a group must have the same Federal Supply Class (FSC).

36.9.1.3. If the master item is Air Force managed and has a Controlled Inventory Item Code (CIIC) (formerly Security/Pilferage Code), all related items must have the same CIIC, except for CIICs "7" and "U" which may be commingled in the same I&S Group.

36.9.1.4. If a member of an I&S group has a Materiel Management Aggregation Code (MMAC), all group members must have the same MMAC. The only exceptions are MMACs "VG", "VH", and "VL", which can be mixed with other MMACs that are managed at the same ALC.

36.9.1.5. If the master item has an Acquisition Advice Code (AAC) of "N," "V," or "Y," all related items must have AAC of "N," "V," or "Y".

36.9.1.6. The master item cannot have AAC "T".

36.9.1.7. If a group member has AAC "F" or "L," all group members must have the same AAC with the following exceptions: AAC F or L may be used with AAC of V or Y. If master item is AAC W, then the related item may be "F" or "L".

36.9.1.8. Related items may not have AAC "W."

36.9.1.9. Foreign Military Sales (FMS) items are not allowed in I&S groups.

36.9.1.10. All Major Organizational Entity (MOE) Rules on related NSNs must also be recorded on the master NSN. This applies only if the recorded MOE Rule Level of Authority (LOA) is 02, 06, or 22 and the MOE Rule begins with A, F, M, or N.

36.9.1.11. If the master item has a pilferage code, all group members must have a pilferage code.

36.9.1.12. The master item cannot have an Item Standardization Code (ISC) of "3" or "E".

36.9.1.13. If the master item is Air Force managed, all group members must have the same Expendability, Recoverability, Reparability, Category (ERRC) Code, except for ERRC Codes "S" and "U." These ERRC Codes can be mixed in the same I&S family.

36.9.1.14. If the master item is Air Force managed, all group members must have the same Unit of Issue (U/I).

36.9.1.15. All members of a group must have the same Source of Supply (SOS).

36.9.2. Selection of Master Items. A master item is selected for each I&S group based upon the criteria established. Items assigned an AAC of "W" are selected as master items when they represent the item of supply which best satisfies the Air Force requirement as represented by the I&S group. A master item of an I&S group must be at least a suitable substitute for all other members of the group.

36.9.3. Selection of Subgroups. Subgroups are comprised of one or more items. The quantity and/or selection of items for inclusion in a given subgroup, the number of subgroups required, and the arrangement of each subgroup within an I&S group depends on the number of items involved and their capability to be interchanged. Subgroups must conform to the following conditions:

36.9.3.1. When two or more items are selected for inclusion in the same subgroup they must be interchangeable.

36.9.3.2. Air Force managed items are assigned a NPPC when a TCTO is established against that item. These codes and their meanings are as follows:

36.9.3.2.1. Code 4. A code assigned to an active item of supply requiring modification and re-identification according to an active T.O./TCTO. Modified items are not retained in the same subgroup with the unmodified items since the interchangeability relationship has been changed by the modification. When an NPPC "4" is applied to an NSN, a phrase code "R" is input concurrently to the CMD record reflecting the prescribing T.O./TCTO. The "R" phrase code will begin with "4TO." as the first four positions, immediately followed by the TCTO number. Additional lines will also begin with "4TO.", if required.

36.9.3.2.2. Code 9. A code assigned to an item of supply found to be unacceptable for AF use.

36.9.3.3. Subgroups comprised solely of unsuitable items always precede all other subgroups in an I&S group.

36.9.3.4. Subgroups are arranged in alphabetical sequence based on the desirability of retention of the items within the I&S group. The first subgroup contains those items least desired for retention in stock. Subsequent subgroups are arranged in descending order as the retention desirability increases. The subgroup containing the master item is always the last subgroup in the I&S group.

36.9.3.5. Subgroups are identified by a 2 position alphabetic code, sequentially assigned in descending order (AA, AB, AC, etc.), starting with the subgroup least desired for retention.

36.9.4. Establishment of Order or Preference. An order of preference is established for items within each subgroup to accommodate management decisions and to provide a means of establishing an OOU code capable of both manual and computer computation.

36.9.4.1. Subgroup order of preference is established by selecting the item least desired for stock retention as the first item in the subgroup. Any remaining items are assigned in descending sequence as the desirability for retention increases; that is, from the least to the most desired (primary) item in the subgroup. Within the master item subgroup the master item will always have the highest OOU listed.

36.9.4.2. Based on the order of preference established, each suitable item within the subgroup is assigned a one-position alphabetic parts preference code. This code is assigned sequentially and in descending order beginning with the least preferred item in the subgroup, i.e. A, B, C, D, through Z.

36.9.4.3. OOU Codes. The OOU code consists of a three position alphanumeric code constructed from the two-position subgroup (SG) code and the one position parts preference (PP) code. On items assigned a numeric parts preference code (NPPC), that code is converted to 'A' in FLIS (i.e. AA9 in D043 will be AAA in FLIS).

36.10. Examples of I&S Relationships.

36.10.1. Figure 36.5 interprets the D043A J increment. It identifies where to locate the type of I&S Group, Other Service/Agency I&S data, what NIIN is being interrogated, Master Item OOU and Least Preferred Item OOU.

Figure 36.2. D043A J Increment Interpretation

```
                                                  Type of I&S Group       Other

S/A I&S Data        Interorrogated NIIN
                    (If Supported)


D043A STOCK NUMBER INTERROGATION        STOCK NUMBER 1560 004459072  FL


J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE 04/07/00


        CURRENT 00038      CURRENT                      CURRENT
                                                        CURRENT


        AIR FORCE J                                     ARMY

                                                        NAVY
                                                          MARINES


    NIIN  ORD JMP  GEN  NIIN  ORD JMP  NIIN  ORD JMP  NIIN  ORD JMP
          OF  TO   IND        OF  TO         OF  TO         OF  TO
          USE CD               USE CD        USE CD         USE CD


008637302 AAA
000459842 AAB
004459072 AAC


Master Item Order of Use        Least Preferred Item Order of Use
```

36.10.2. The NSNs shown in Figure 36.6 are all recorded in the same subgroup (AA) and therefore, are completely interchangeable with each other. An application that calls for an item in the group can be satisfied by any member of the group.

Figure 36.3. Interchangeable Relationship

```
D043A STOCK NUMBER INTERROGATION        STOCK NUMBER 1560
004459072  FL
     J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE
04/07/00
     CURRENT 00038      CURRENT       CURRENT       CURRENT
     AIR FORCE   J      ARMY          NAVY          MARINES
     NIIN    ORD  JMP  GEN  NIIN  ORD  JMP  NIIN  ORD  JMP  NIIN  ORD
JMP
         OF   TO  IND          OF   TO          OF   TO          OF   TO
              USE  CD               USE   CD         USE   CD          USE
CD

 008637302 AAA
 000459842 AAB
 004459072 AAC



Same Subgroup
```

36.10.3. The NSNs shown in Figure 36.7 are recorded in different subgroups (AA, AB, and AC) and
are, therefore substitutable. The item with OOU ABA can be used in all applications that call for the
item with OOU AAA, and the master item (ACA), can be used for all applications for either AAA or
ABA. AAA cannot be used in place of ABA or ACA, and ABA cannot be used in place of ACA.

Figure 36.4. Substitutable Relationship

```
D043A STOCK NUMBER INTERROGATION        STOCKNUMBER 1680 010832672 AW
     J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE  04/07/00
     CURRENT 00038      CURRENT       CURRENT       CURRENT
     AIR FORCE   J      ARMY          NAVY          MARINES
     NIIN    ORD  JMP  GEN  NIIN  ORD  JMP  NIIN  ORD  JMP  NIIN  ORD  JMP
              OF   TO  IND          OF   TO       OF   TO       OF   TO
              USE  CD               USE  CD       USE  CD       USE  CD

011174436 AAA
010063535 ABA
010832672 ACA



Different Subgroups


Jump To Code
```

36.10.4. The items shown in Figure 36.8 are recorded in different subgroups (AA, AB, and AC) and
are, therefore, substitutable. Because of the JTC recorded on the AAA item, AAA cannot be replaced
by ABA, but it can be replaced by ACA. ABA can be replaced by ACA but not AAA. ACA cannot be
replaced by either AAA or ABA.

Figure 36.5. Substitutable Relationship with Jump-To-Code

```
D043A STOCKNUMBER INTERROGATION        STOCKNUMBER 1560 012768300 EK
    J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE  04/07/00
      CURRENT 00038      CURRENT       CURRENT        CURRENT
      AIR FORCE   J        ARMY         NAVY          MARINES
    NIIN   ORD  JMP  GEN  NIIN  ORD  JMP  NIIN  ORD  JMP  NIIN  ORD  JMP
           OF   TO   IND        OF   TO         OF   TO         OF   TO
           USE  CD              USE  CD         USE  CD         USE  CD


  012081016 A A A  ACA
  012704784 ABA
  012768300 ACA

     Substitutable
```

36.10.5. Items shown in Figure 36.9 show an example of a NPPC 4. The NPPC shows up in the last position of the OOU for the item. This example shows a substitutable relationship. Item AA4 is being modified and will no longer be issued in its present configuration. The modified item will contain the NIIN associated with the ADA JTC. Item AA4 can be replaced only by item ADA. Item ABA can only be replaced by ADA. ACA is also replaced by ADA. None of the items (AA4, ABA, ACA) can be used in applications that specify ADA.

Figure 36.6. NPPC 4

```
D043A STOCKNUMBER INTERROGATION        STOCKNUMBER 2840 011123778 PE
    J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE  04/07/00
      CURRENT 00038      CURRENT       CURRENT        CURRENT
      AIR FORCE   J        ARMY         NAVY          MARINES
    NIIN   ORD  JMP  GEN  NIIN  ORD  JMP  NIIN  ORD  JMP  NIIN  ORD  JMP
           OF   TO   IND        OF   TO         OF   TO         OF   TO
           USE  CD              USE  CD         USE  CD         USE  CD


  00918854  AA4  ADA
  009773427 ABA  ADA
  010674831 ACA
  011123778 ADA


              NPPC
```

36.10.6. Figure 36.10 shows items AA9 and AB9 are no longer suitable for Air Force use. All applications specifying AA9 or AB9 can be satisfied using ACA. In no application can AA9 or AB9 be used in place of ACA.

Figure 36.7. NPPC 9

```
D043A STOCKNUMBER INTERROGATION      STOCKNUMBER 2840 011123778 PE
     J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE  04/07/00
     CURRENT 00038      CURRENT      CURRENT      CURRENT
     AIR FORCE   J         ARMY        NAVY       MARINES
   NIIN  ORD  JMP  GEN  NIIN  ORD  JMP  NIIN  ORD  JMP  NIIN  ORD  JMP
         OF   TO   IND        OF   TO         OF   TO         OF   TO
         USE  CD               USE  CD         USE  CD         USE  CD


   00918854  AA4  ADA
   009773427 ABA  ADA
   010674831 ACA
   011123778 ADA




                  NPPC
```

36.10.7. Figure 36.11 represents a generic family. The master item, (AAE), represents a performance requirement, not an actual item of supply. The items with orders of use AAA-AAD are the items supplied to the specifications identified with the generic master. All items in the group are completely interchangeable. To differentiate an interchangeable relationship from a generic relationship, you must examine the Acquisition Advice Code (AAC) of the master item. A generic master will always have an AAC of W.

Figure 36.8. Generic Relationship

```
D043A STOCKNUMBER INTERROGATION          STOCKNUMBER 2310 010370393
     J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE  04/07/00
     CURRENT 00038      CURRENT      CURRENT      CURRENT
     AIR FORCE   J         ARMY        NAVY       MARINES
   NIIN  ORD  JMP  GEN  NIIN  ORD  JMP  NIIN  ORD  JMP  NIIN  ORD  JMP
         OF   TO   IND        OF   TO         OF   TO         OF   TO
         USE  CD               USE  CD         USE  CD         USE  CD


   010585722 AAA
   010857613 AAB
   010585723 AAC
   013427702 AAD
   010370393 AAE



GENERIC MASTER
```

36.10.8. Figure 36.12 shows two different degrees of relationships with one master. Item AAA can be replaced by either ABA or ABB. It cannot be used in applications specifying ABA or ABB. Items

ABA and ABB are completely interchangeable and can be used in place of each other as well as item AAA.

Figure 36.9. Combination of Interchangeable and Substitutable Items

```
D043A STOCKNUMBER INTERROGATION        STOCKNUMBER 1560 011735130 AW

J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE  04/07/00

    CURRENT 00038      CURRENT       CURRENT       CURRENT

    AIR FORCE  J         ARMY          NAVY          MARINES

  NIIN  ORD  JMP  GEN  NIIN  ORD  JMP  NIIN  ORD  JMP  NIIN  ORD  JMP
        OF   TO   IND        OF   TO         OF   TO         OF   TO
        USE  CD              USE  CD         USE  CD         USE  CD


010103754 AAA
010732029 ABA
011735130 ABB
```
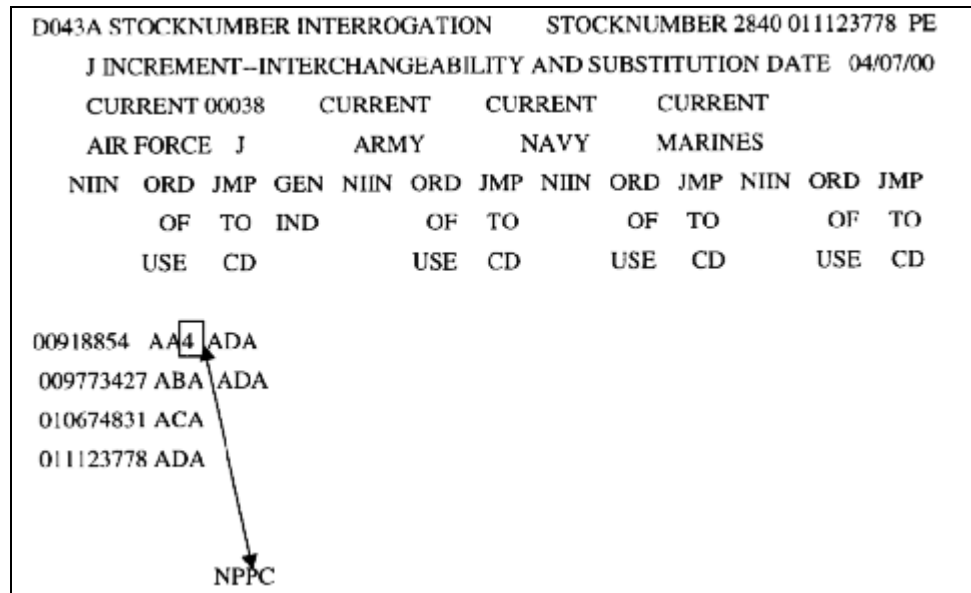
36.10.9. Figure 36.13 shows a master item (ABA) that is a substitute for the related items (AAA-AAF). It can be used in all applications that specify any of the related items, but the related items cannot be used in applications that specify the master. The related items are all interchangeable with each other.

Figure 36.10. Combination of Interchangeable and Substitutable Items

```
D043A STOCKNUMBER INTERROGATION        STOCKNUMBER 5865 012211089 EW

  J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE  04/07/00

    CURRENT 00038      CURRENT       CURRENT       CURRENT

    AIR FORCE  J         ARMY          NAVY          MARINES

  NIIN  ORD  JMP  GEN  NIIN  ORD  JMP  NIIN  ORD  JMP  NIIN  ORD  JMP
        OF   TO   IND        OF   TO         OF   TO         OF   TO
        USE  CD              USE  CD         USE  CD         USE  CD


011809602 AAA
011838968 AAB
010351074 AAC
011838969 AAD
011838970 AAE
010820336 AAF
012211089 ABA
```
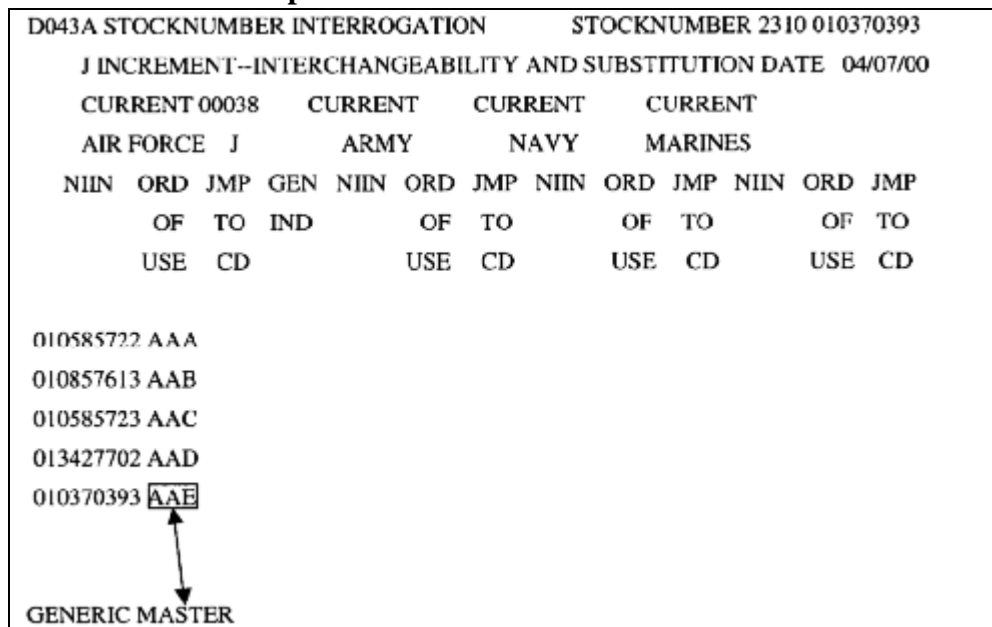
Robert M. Douglas,   Col, USAF
Chief, Supply Management Division, Directorate of Logistics

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

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SD-2, *Buying Commercial and Non-Developmental Items (NDIs), a* Handbook, Apr 1996.

SD-3, *Guide for DoD Personnel Participating in North Atlantic Treaty Organization (NATO) Standardization*, Apr 1991.

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SD-5, *Market Analysis for Non-Developmental Items (NDIs)*, Jul 1997.

SD-6, *Provisions Governing Qualification*, developed by DSP, Aug 1999.

SD-7, *Overview of the DoD Parts Control Program,* Jan 1998 now canceled; see MIL-HDBK-512A and SD-19 below.

SD-8, *Overview of the Defense Standardization and Specification Program;* canceled without replacement Apr 2001.

SD-9, *DoD Interaction with Non-Government Standard Bodies (NGSBs)* Apr 1984.

SD-11, *Directory of Department of Defense Participation on Non-Government Standards Technical Committees*, Feb 1998; now canceled; refer to TCP Database in DSP.

SD-15, *Performance Specification Guide*, developed by DSP, Jun 1995.

SD-16, *Communicating Requirements,* developed by DSP, Nov 1998.

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SD-20, *DoD Qualification Program (How to Use It) for QPLs and QMLs,* released Jan 2002.

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Abbreviations and acronyms

AAC—Acquisition Advice Code

ABCA—American-British-Canadian-Australian Army Agreements

ACO—Administrative Contracting Office

ADP—Automatic Data Processing

ADPE—Automatic Data Processing Equipment

ADPEC—Automatic Data Processing Equipment Code

AEDS—Atomic Energy Detection System

AFB—Air Force Base

AFC&TO—Air Force Clothing & Textile Office

AFCSC—Air Force Cryptologic Support Center (ESC)

AFEMS—Air Force Equipment Management System

AFESC—Air Force Engineering and Services Center

AFI—Air Force Instruction

AFM—Air Force Manual

AFMC—Air Force Materiel Command

AFMCM—Air Force Materiel Command Manual

AFMCR—Air Force Materiel Command Regulation

AFMETCAL—AF Metrology and Calibration

AFMLO—Air Force Medical Logistics Office

AFP—Air Force Publication

AFPD—Air Force Policy Directive

AFPS—Air Force Materiel Command Provisioning System

AFR—Air Force Regulation

AFRAMS—Air Force Recoverable Assembly Management System

AFS—Air Force Station

AFSAC—Air Force Security Assistance Center

AFSC—Air Force Systems Command

AFSVA—Air Force Services Agency

AGE—Aerospace Ground Equipment

AGERD—Aerospace Ground Equipment Recommendation Data

AGMC—Aerospace Guidance and Metrology Center

AIN—Approved Item Name

ALC—Air Logistics Center

ALC/PSO—Air Logistics Center/Provisioning Support Office

AMC—Acquisition Method Code

AMSC-1)—Acquisition Management System Control

AMSC-2)—Acquisition Method Suffix Code

AMSDL—Data Requirements Control List

AP—Allied Publication

AS—Allowance Standard

AS—Acquisition Screening System

ASC—Aeronautical System Center

ASCC—Air Standardization Coordinating Committee

ASSIST—Acquisition Streamlining and Standardization Information System

AUTODIN—Automatic Digital Network

BASES—Base Account Screening Exercise System

CAGE—Code Commercial and Government Entity Code

CALS—Continuing Acquisition and Life Cycle Support

CART—Configuration and Requirements Traceability System

CASC—Cataloging and Standardization Center (previously the primary AF cataloging activity)

CC—Card Column

CDC—Clerk Designator Code

CDRS—Corporate Data Repository System

CEMO—Command Equipment Management Office

CFE—Contractor Furnished Equipment

CIC—Card Identification Code

CID—Commercial Item Description

CIIC—Controlled Inventory Item Code (formerly Security/Pilferage Code)

CM—Configuration Management

CMD—Catalog Management Data

ComSO—Command Standardization Office

COTS—Commercial Off-The-Shelf

CP—Centrally Procured

CPSG—Cryptologic Support Group

CP/LP—Centrally Procured/Local Purchase

CR-1)—Cross Reference

CR-2)—Competition Advocate

CSE—Center Standardization Executive

CSRD—Command, Control, Communications and Computer System Requirements Document

DAAS—Defense Automatic Addressing System

DAPS—Defense Automated Printing Service

DAR-1)—Defense Acquisition Regulation

DAR-2)—Defense Automation Requirement

DA/TS—Data Accumulation and Transmittal Sheets

DCASR—Defense Contract Administrative Services Region

DDC—Division Designator Code

DDMO—Defense Data Management Office

DEET—Data Element Edit Table

DEMIL—Code Demilitarization Code

DepSO—Departmental Standardization Office

DESC—Defense Energy Support Center

DIC—Document Identifier Code

DID—Data Item Description

DIIP—Defense Inactive Item Program

DISA—Defense Information Services Agency

DLA—Defense Logistics Agency

DLANET—Defense Logistics Agency Telecommunications Network

DLIS—Defense Logistics Information Service (part of Defense Logistics Agency – DLA)

DLIS-KF—The AF cataloging agency.

DLIS-TIR—Defense Logistics Information Services -Total Item Record

DMM—Directorate of Materiel Management

DMO—Data Management Officer

DMR—Defense Management Review

DMSMS—Diminishing Manufacturing Sources and Materials Shortages

DNSN—Described NSN

DoD—Department of Defense

DoDI—Department of Defense Instruction

DoDISS—DoD Index of Specifications and Standards

DoDSSP—DoD Single Stock Point

DoE—Department of Energy

DPSC—Defense Personnel Support Center

DR—Deficiency Report

DRMS—Defense Reutilization and Marketing Service

DRPR-1)—Date Repair Parts Required

DRPR-2)—Drawing Practices

DSAA—Defense Security Assistance Agency

DSAP—Data System Automation Programs

DSCC—Defense Supply Center, Columbus

DSCP—Defense Supply Center, Philadelphia

DSCR—Defense Supply Center, Richmond

DSD—Data System Designator

DSN—Defense Switched Network

DSP—Defense Standardization Program

DTRA—Defense Threat Reduction Agency

EA—Engineering Activity

EAIM—End Article Item Manager

EDFP—Engineering Data for Provisioning (now called "SDFP")

EDI—Engineering Data Interchange

EDRS—Engineering Data Reproduction Services

EDS—Engineering Data Systems

E/I—End Item

EID—Engineering Installation Division

EIW—Engineering Installation Wing

EM—Environmental Management Office

EOQ—Economic Order Quantity

EPQ—Eligible to be Programmed Quantity

ERRC Code—Expendability, Recoverability, Reparability, Category Code

ES—Equipment Specialist

ESC-1)—Electronic Security Command

ESC-2)—Equipment Specialist Code

ESD—Electrostatic Discharge Sensitive

FAA—Federal Aviation Administration

FAR—Federal Acquisition Regulation

FCP—Federal Catalog Program

FCS—Federal Catalog System

FDA—Food and Drug Administration

FEDI—Failure Experience Data Interchange

FEDLOG—Federal Logistics Data on CD or DVD

FED-SPEC—Federal Specification

FED-STD—Federal Standard

FERS—Federal Logistics Information System (FLIS) Edit and Routing System

FIIG—Federal Item Identification Guide

FIPS—Federal Information Processing Standards

FLIS—Federal Logistics Information System

FMS—Foreign Military Sales

FPMR—Federal Property Management Regulation

FSC—Federal Supply Class

FSG—Federal Supply Group

GEM—Generalized Emulation of Microciruits

GFE—Government Furnished Equipment

GIRDER—Government/Industry Reference Data Edit and Review

GSA—General Services Administration

HMIS—Hazardous Material Information System

I&S—Interchangeability and Substitutability

I&SSS—Interchangeability and Substitution Suspense System

ICD—Interface Control Document

IEC—Item Entry Control

II—Item Identification

IL—Identification List

IM—Item Manager

IMC—Item Management Code

IMM—Integrated Materiel Manager

IMWRP—Item Manager Wholesale Requisition Process System

IPE—Industrial Plant Equipment

IRS—Item Reduction Study

ISC—Item Standardization Code

ISDR—Interchangeable and Sustitutable Decision Record

ISO—International Standardization Office

K—Kit

LG—Logistics

LOA—Level of Authority

LOT—Life of Type

LP—Local Purchase

ESC-1)—Logistics Support Analysis

ESC-2)—Lead Standardization Activity

LSC—Logistics Support Cadre

LSR—Logistics Screening Request

MAIS—Major Automated Information System

MAJCOM—Major Command

MC—Monitoring Committee

MCA—Military Coordinating Activity

MCRD—Master Cross Reference Data

MDAP—Major Defense Acquisition Program

MDI—Metrology Data Interchange

MICAP—Mission Capability

MIICS—Master Item Identification Control System

MIIDB—Master Item Identification Data Base

MIIDBS—Master Item Identification Data Base System

MIL-HDBK—Military Handbook

MIL-RI—Military Routing Identifier

MIL-SPEC—Military Specification

MIL-STD—Military Standard

MILSTICCS—Military Standard Item Characteristics Coding Structure

MILSTRIP—Military Standard Requisition and Issue Procedures

ML—Management Data List

ML-C—Management Data List - Consolidated

MMAC—Materiel Management Aggregation Code

MOA—Memorandum of Agreement

MOE Rule—Major Organizational Entity Rule

MR&A—Market Research and Analysis

MRC—Master Requirement Code

MRD—Master Requirements Directory

MS—Military Sheet Form Standard

MSC—Materiel Systems Center

MSD—Materiel Support Division

MSDS—Material Safety Data Sheet

MTBF—Mean Time Between Failure

MTTR—Mean Time To Repair

NATO—North Atlantic Treaty Organization

NC—Noncataloged

ND-1)—Non-definitive

ND-2)—Non-directory (D043/D043A System)

ND-3)—Non-cataloged depot

NGS—Non-Government Standard

NGSB—Nongovernment Standard Body

NIDS—Nuclear Integrated Data System

NIIN—National Item Identification Number

NIMSC—Nonconsumable Item Materiel Support Code

NIMSR—Nonconsumable Item Materiel Support Request

NPPC—Numeric Parts Preference Code

NSN—National Stock Number

OASD—Office of the Assistant Secretary of Defense

OH—Occupational Safety and Health

OL—Operating Location

OMB—Office of Management and Budget

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

OUSD—Office of the Under Secretary of Defense

PA—Preparing Activity

PC—Personal Computer

PD—Purchase Description

PDA—Program Development/Maintenance Activity

PICA—Primary Inventory Control Activity

PIIN—Procurement Instrument Identification Number

PIN—Part or Identifying Number

PIO—Provisioned Item Order

PIRSL—Proposed IRS List

PLISN—Provisioning Line Item Sequence Number

PMIC—Precious Metals Indicator Code

PN—Part Number

PNR—Part Number Requisition

POC—Point of Contact

PPBS—Planning, Programming, and Budgeting System

PPL—Provisioning Parts List

PR/MIPR—Purchase Request/Military Interdepartmental Purchase Request

PSCN—Permanent System Control Number

PSLC—Priority Stocklist Change

PSO—Provisioning Support Office

PSO/CATM—Provisioning Support Office/Residual Cataloger

PSR—Provisioning Screening Results

PTD—Provisioning Technical Documentation

PVC—Price Validation Code

QML—Qualified Manufacturers Lists

QPL—Qualified Product List

QSTAG—Quadripartite Standardization Agreement

RDB—Requirements Data Bank

RILSA—Resident Integrated Logistics Support Activity

RIMCS—Repairable Item Movement Control System

RMDI—Reliability-Maintainability Data Interchange

S/A—Service/Agency

SAF—Staff Air Force

SAMIS—Security Assistance Management Information System

SAP—Security Assistance Program

SBSS—Standard Base Supply System

SC&D—System Stock Control and Distribution System

SCR—System Change Request

SD—Standardization Directory

SDFP—Supplemental Data for Provisioning (previously called "EDFP")

SE—Support Equipment

SEG—Ground Safety Office

SEI—Support Equipment Illustration

SERD—Support Equipment Recommendation Data

SGB—Bioenvironmental Engineering Office

SIASCN—Standard Interservice Agency Serial Control Number

SICA—Secondary Inventory Control Activity

SM—System Manager

SMA—Standardization Management Activity

SMGC—Supply Management Group Code

SNUD—Stock Number Users Directory

SoS—Source of Supply

SPD-1)—System Program Director

SPD-2)—Single Program Director

SPM—System Program Manager

SPO—System Program Office

SPTD—Supplemental Provisioning Technical Documentation

SSC—Standard System Center

SSG—Standard Systems Group

SSM—System Support Manager

SSR—Supply Support Request

SSRAC—Supply Support Request Advice-Consumable Items System

STANAG—Standardization Agreement

STD—Standard

SWOI—Special Weapons Operating Instructions

TIF—Technical Information File

TIR—Total Item Record

TMSS—Technical Manual Specifications and Standards

T.O.—Technical Order

TRC—Technology Repair Center

UDR—Urgent Data Request

U/I—Unit of Issue

US—United States

USAF—United States Air Force

WRM—War Reserve Materiel

Terms

Acquisition Advice Code (AAC)—A one position alphabetic code which denotes how, and under what restrictions, an item is acquired.

Acquisition Method Code (AMC)—A one position numeric code which reflects the decision of the PICA as to the technique of purchasing to be used from a planned procurement review.

Acquisition Method Suffix Code (AMSC).—A one position alphabetic code which indicates the primary reason for the assigned AMC.

Agent—An activity that acts for, and by the authority of, the PA or Adopting Activity in the preparation, item reduction studies, engineering practice studies, and administration of QPLs and Qualified Manufacturers Lists (QMLs). The PA retains responsibility and approval authority for the work accomplished.

ALC Prime Item—An item of supply assigned to an ALC for DoD management.

Automatic Data Processing Equipment Code (ADPEC)—A one position numeric code which indicates an item of automatic data processing equipment (ADPE) or which contains ADPE regardless of assigned FSC.

Cataloging and Standardization Center—The now inactivated Cataloging and Standardization Center in Battle Creek, MI, which, as an Air Force activity, accomplished Air Force cataloging tasks and standardization interests as Code 99 (see HQ AFMC/LGIS).

Catalog Management Data (CMD)—The total range of information, compiled and published in management data lists, for requisitioning, stocking, and financial management servicing.

Commercial Item Description (CID)—An indexed, simplified product description managed by GSA that describes, by functional or performance characteristics, the available acceptable commercial products that will satisfy the government's needs.

Command Standardization Office (ComSO)—The HQ AFMC office responsible for all command standardization activities in support of DSP and DepSO as identified in AFI 60-101.

Consumable Item—An item that is normally worn beyond recovery in use or which loses its original identity during periods of use by incorporation into, or attachment upon another assembly.

Contract Identification—To data field with information required to identify the source document containing the items of supply requiring NSN assignment.

Contractor Code—This code identifies the contractor that administers the prime contract with the USAF. The code also determines the contractor to whom NSNs are transmitted. The Commercial and Government Entity (CAGE) Code listed in the H4 cataloging handbook is used for this purpose. Cataloging requests which are generated by Requests for Cataloging Data/Action, allowance documents, etc., reflects the particular code assigned to the applicable ALC/IM.

Critical Nuclear Weapons Design Information (CNWDI)—Top Secret, Restricted Data or Secret, Restricted Data, which reveals the theory of operation or design of the components of a thermonuclear or implosion type fission bomb, warhead, demolition, or test device. Specifically excluded is information concerning arming, fuzing and firing systems, limited life components, total components, and total contained quantities of fissionable, fusionable, and high explosive materials by type. Among these excluded items are the components which service personnel set, maintain, operate, test, or replace.

Custodian—The activity responsible for resolving and consolidating coordination comments for standardization documents or studies in its department or agency, and submitting those comments to the PA.

Defense Standardization Program (DSP)—A program to implement the Cataloging and Standardization Act, Public Law 82-436. A similar publication for the cataloging community, DoD 1100.39-M implements the Federal Catalog System (FSC). The law requires the highest practicable degree in the standardization of items, materials, and engineering practices with the DoD. The Defense Standardization Manual, DoD 4120.24-M implements the DSP.

Definitive Reference Number—A part, style, type, etc., number which identifies an item of production or an item of supply. No additional information is required.

Departmental Standardization Office (DepSO)—Acts as the focal point when their department has been designated as the LSA for an area assignment or FSC. The DepSO develops departmental policies and procedures to implement standardization responsibilities for the DSP. The DepSO makes decisions on unresolved comments elevated by Air Force LSAs.

Division Designator Code (DDC)—A code assigned by an Air Force management activity to identify the internal organization having assigned mission responsibility for specific items of supply.

DLA—The Defense Logistics Agency

DLIS—Defense Logistics Information Service (part of Defense Logistics Agency – DLA)

 The DLA cataloging activity, which is a central operating point for the Federal Catalog Program.

DLIS-KF—The AF cataloging Agent.

Documenty Identifier Code (DIC)—A code to identify the kind of transaction being used to add, change, or delete information in logistical records.

DoD Index of Specifications and Standards (DoDISS)—A listing of all military and federal specifications, standards, guide specifications, handbooks, and bulletins, CIDs, adopted nongovernment standards and other related standardization documents used by the DoD.

Equipment Specialist Code (ESC)—A code assigned by an Air Force management activity to identify the individual equipment specialist having technical responsibility for specific items of supply.

Expendability, Recoverability, Reparability, Category (ERRC) Code—Either a single alphabetic code or a three position alphanumeric designator used to classify Air Force items of supply into various

maintenance categories.

Federal Logistics Information System (FLIS)—Located at DLIS, FLIS is the central computerized Federal Catalog for all items repetitively stocked, stored, and issued by the federal government. Included in the database are item identifying and related supply information, and the procedures for using the database.

Federal Supply Classification (FSC)—Determined by Cataloging Handbook H2-1. A commodity classification is used to group similar items of supply. Standardization assignments are made according to FSC.

Foreign Military Sales (FMS)—The selling of military equipment and services to friendly foreign governments and international organizations under the authority of the Arms Export Control Act, 1976, as amended.

Formerly Restricted Data (FRD)—Information removed from the restricted data category upon determination, jointly by the Department of Energy and DoD, that such information related primarily to the military use of atomic weapons and that such information can be adequately safeguarded as classified defense information. (Section 142d, Atomic Energy Act of 1954, as amended.) Information classified as FRD must not be released to foreign nationals.

Gaining Inventory Manager (GIM)—The inventory manager responsible for assuming wholesale materiel management functions.

Integrated Materiel Manager (IMM)—The activity or agency designated to exercise the Defense Integrated Materiel Management Program "at the wholesale level" for a consumable item of supply on a DoD or federal government-wide basis.

Interchangeability and Substitutability (I&S) Review—A process in which new, potential Air Force inventory items are reviewed to determine whether the item is: a) Superior to similar items; b) Similar to items already in the inventory; c) Inferior to similar items already in the inventory; d) Unique, one of a kind.

Item Entry Control (IEC)—A program designed to establish the control necessary to prevent the entry or re-entry of unneeded items into the DoD Supply System.

Item Identification (II)—A description of an item of supply which consists of minimum data essential to establish those characteristics which give an item its unique character, and differentiate it from every other item of supply within the Federal Cataloging Program.

Item Management Code (IMC)—A one position, alphabetic code which denotes whether items of supply are subjected to integrated management under DLA, GSA, or retained by the individual military services for management.

Item of Production—Consists of those pieces or objects grouped within a manufacturer's identifying number and conforming to the same engineering drawings, specifications, and inspection.

Item of Supply—An item which is purchased and cataloged by the government, assigned an NSN, and issued to government users. These articles may be: a) A single item of production; b) Two or more items of production that are functionally interchangeable, which may be substituted for the same purpose and that are comparable; c) More meticulous (a selection of closer tolerance, specific characteristics, finer quality) than the normal item of production, this item is also known as a "selected item;" d) A modification (accomplished by the user or by request of the user) of a normal item of production. This

item is also known as an "altered item."

Item Reduction Study (IRS)—A review directed to detecting and eliminating interchangeable items in the supply system.

Kit (K) Number—An Air Force control number, assigned to Time Compliance Technical Order (TCTO) kits. They do not qualify for, or require, NSN assignment.

Lead Service (LS)—A military service assigned certain logistics responsibilities in support of nonconsumable or reparable items.

Lead Service Activity—The military department or agency delegated responsibility for the development, preparation, and implementation of the DSP in an assigned area. Area assignments are listed in the SD-1. Major responsibilities are to prepare the area program plan, assign project numbers, and decide unresolved comments elevated by PAs/custodians. This term was replaced by lead standardization activity (LSA).

Lead Standardization Activity (LSA)—The former terms "assignee activity" and "lead service activity" were combined under the new term "lead standardization activity." The LSA is delegated the responsibility for standardization management of FSCs and area assignments as described in DoD 4120.24-M. Their duties include preparing program plans, assigning project numbers, and ensuring the maximum practicable degree of standardization is maintained in their FSC or area.

Level of Authority (LOA)—A code that identifies the relationship between a PICA and a SICA. The code indicates: a) logistics materiel management; b) level of responsibility; c) basis of categorization.

Losing Item Manager (LIM)—The item manager responsible for relinquishing wholesale materiel management functions.

Major Organizational Entity (MOE) Code—A two position alpha-numeric code indicating the subdivision of a US Government organization or an agency of NATO nations, other friendly governments, and internal organizations which participate in the Federal Catalog Program.

Major Organizational Entity (MOE) Rule.—A four position alpha-numeric code indicating US services, agencies, and other countries user interest in an item of supply. Denotes service or agency interest in an NSN and establishes a profile representative of the service or agency cataloging and management responsibilities.

Manager Designator Code (MDC)—A code, assigned by the Air Force management activity to identify the individual having item management responsibility for specific items of supply.

Master Cross Reference (MCR)—A DLIS publication, currently provided on CD-ROMthat contains a master list of NSNs and logistics reference numbers cross-referenced to each other. Extracts from the MCR are provided to the service systems to allow for part number search capability.

Materiel Management Aggregation Code (MMAC)—A two position alphabetic code used in conjunction with an NSN to designate item management responsibility. Codes apply to systems, programs, aggregations of related equipment, selected FSCs, and technology groupings.

Military Coordinating Activity (MCA)—The military activity responsible for DoD coordination, reconciling, and consolidating military comments for the DoD on a Federal Standardization document prepared by a civilian agency.

Military Standard Requisition and Issue Procedure (MILSTRIP) ROUTING IDENTIFIER (MIL-RI)—This code identifies a specific supply and distribution organization as to its military service of governmental ownership and geographical location. The construction of a routing code for the Air Force is composed as follows: First position, Air Force identification code F; second position, Air Force activity or facility code; (for example, L-Warner Robins ALC, etc.); third position, specific internal address or storage location;(for example, B-base support, Z-item manager, etc.).

National Item Identification Number (NIIN)—A nine digit number assigned to each item of supply under the Federal Catalog Program. The first 2 digits (00 and 01 for the US) are the National Codification Bureau Code of the country which assigns the NIIN; the remaining seven digits are sequentially assigned numbers. The NIIN remains with an item of supply for the entire time the item is in the supply system.

National Stock Number (NSN)—A number assigned to each item of supply under the Federal Catalog program. It is made up of the four digit FSC and the 9 digit NIIN.

Noncataloged (NC) Number—An Air Force control number assigned to an item of supply pending NSN assignment.

Nonconsumable Item—An item which is neither consumed, nor loses its identity during periods of use and normally is capable of performing a function independently. Examples of nonconsumables (repairable/recoverable) items are vehicles, shop equipment, tools, furniture, and similar items.

Nonconsumable Item Material Support Code (NIMSC)—A one position alpha-numeric code which identifies the degree of support received by an individual SICA or identifies the service or services performing depot maintenance for a lead service (PICA).

Nondefinitive (ND) Number—An Air Force control number assigned to an item of production that does not qualify for, or require, NSN assignment. A one time buy, non-repetitive procurement consumable item.

Nondefinitive Reference Number—A part, style, type, etc., number which does not fully identify an item of production or an item of supply. Additional information is required.

Occupational Safety and Health (OH) Review—Standardization documents require OH review to ensure the safety of the user has been considered. OH review is provided to ALC documents by their SEGO office. Documents prepared at Wright-Patterson AFB are reviewed by HQ AFMC SES Ground Safety Office.

Package Sequence Number (PSN)—A control number used to sequence and indicate the number of records in the input or output packages of certain data systems.

Participating Activity—The activity responsible for resolving and consolidating coordination comments on standardization program plans in its military DoD agency, and submitting those comments to the LSA.

Precious Metals Indicator Code (PMIC)—A one position alpha-numeric code which identifies the precious metal content (e.g., gold, silver, or platinum family) of an item of supply.

Preparing Activity (PA)—The DoD activity or the civilian agency responsible for the preparation, coordination, issuance, and maintenance of standardization documents.

Price Validation Code (PVC)—A one position alphabetic code which identifies the current status of each recorded standard price.

Primary Inventory Control Activity (PICA)—The principal supply control center responsible for

establishing and controlling stock objectives, and maintaining item accountability for an item of supply.

Procurement Instrument Identification Number (PIIN)—This code consists of 13 alphanumeric characters to indicate the department preparing the instrument, the fiscal year in which the instrument is used, the type of procurement, and the serial number of the procurement instrument.

Program Plan—A planning document outlining the goals and time schedules for accomplishing standardization of FSCs or areas in response to the Annual Standardization Program Guidance. Program plans are prepared by the lead standardization activity covering a 5-year period and are updated as required.

Quantity Per Unit Pack (QUP)—A one position alpha-numeric code which indicates the number of units of issue in the unit package, as determined by the managing activity. It is the number of items the manufacturer packages together and sends to the ALC.

Reference Number Category Code (RNCC)—A one position alpha-numeric code which indicates the relationshipof the reference number to the item of supply.

Reference Number Variation Code (RNVC)—A one position numeric code which further defines the relationship between a reference number and the item of supply. RNVCs indicate whether a specific reference number is item identifying, non-item identifying, or for added information only.

Review Activity—A standardization management activity which has a technical or procurement interest in a standardization document, thus they are considered the reviewer of all proposed actions affecting it.

Secondary Inventory Control Activity (SICA)—The supply control activity responsible for controlling stock levels and maintaining item accountability when supply support is furnished by a different service or agency.

Service Item Control Center (SICC)—An activity which: a) Serves as a military service focal point for resolution of support problems for weapon system consumable items managed by another military service; b) performs such residual technical functions as configuration control, item qualitative acceptability, allowance list preparation and maintenance of internal program support responsibility; c) provides assistance to the IMM, i.e., to support service users.

SIASCN Number—An alphanumeric formulated and controlled as a temporary control mechanism pending assignment of an NSN.

Source of Supply (SoS)—A three position alpha-numeric code which identifies a specific supply point to which requisitions are sent for support.

Source of Supply (SoS) Modifier—A three position alphabetic code denoting routing information for requisitions which cannot be addressed to a procedures (MILSTRIP) routing identifier or when a single routing identifier cannot be assigned.

Specifications, Military or Federal—Used for acquisition purposes and to describe items of supply. The purpose of a specification is to standardize the types of items that may be procured.

Standardization Document—a Generic term for a document used to standardize on an item of supply, process, procedure, method, data, practice or engineering approach. Standardization documents include military and federal specification, standards, handbooks, bulletins, and qualified products lists, guide specifications; CIDs; and non-Government standards (NGS).

Standardization Management Activity—A generic term to describe any DoD activity listed in the SD-1

that functions as an LSA, PA, Participating Activity, MCA, Custodian, Review Activity, Adopting Activity, or Item Reduction Activity.

Standardization Program Plan—A management tool for decision making to which standardization efforts will be directed. The plan serves as a record for establishing priorities and providing solutions for achieving standardization objectives and evaluating their accomplishment.

Standards, Military or Federal—Establish engineering and technical processes, procedures, practices, and methods that have been adopted as standard. They may also establish requirements for selection, application, and design criteria for material.

Supply Management Group Code (SMGC)—A code which denotes a) Repairability versus consumable item management; b) Value of annual demand or planned issues; c) Degree of management intensity.

Supply Support Request (SSR)—A request, submitted by a SICC to the IMM which manages, or is the potential manager of, the item or material required.

Technical Order (T.O.)—An Air Force publication that gives specific technical directives and information on inspection, storage, operation, modification, and maintenance of specific Air Force items and equipment.

Technical Order Item Manager (T.O.IM)—The ALC designated by HQ AFMC ot the individual appointed by the ALC to ensure that the logistics operations within AFMC are consistent with program objectives and support requirements of the commands that use the system or item.

Time Compliance Technical Order (TCTO)—A T.O. providing instructions to Air Force activities for accomplishing or making a record of "one-time" changes to standard system, equipment, materials, munitions, and computer programs or for imparting precautionary instructions relating to safety, limitations, or inspections of system or equipment or munitions. Compliance is required within specific time limits.

Total Item Record (TIR)—All the segments of the FLIS databank containing the sum total of information (words, codes, and numbers) on an item, required for identification and management to support logistics functions. Each item of supply, is identified by its own NIIN.

Transaction Code—Three position alphanumeric codes used to identify specific actions that result in record establishment or update actions.

Unit of Issue (U/I)—A two position alphabetic code which indicates the physical measurement, the count, or, when neither is applicable, the container or shape of an item for purposes of requisitioning by, and issue to, the end user. It is this element in the management data to which the unit price is ascribed.

Weapon System Designator Code—Consumable items selectively identified and managed by the respective Service because of their criticality to the readiness of the weapon item or to the mission performance and are subject to specialized management controls.

Attachment 2

**STANDARD REPLY/STATUS CODES FOR BASE INITIATED REQUESTS
FOR CATALOGING DATA/ACTION**

A standard reply is a message that is returned to the initiating base to notify them of the result of their request. The reply is a two-digit code that can be input by the ALC or DLIS.

C, L, M Reply Codes: These codes will complete the transaction, take it out of suspense, and send the selected message to the initiator. NOTE*:* Completion Codes from the Coordination (COOR)/CLOS option in D143C have limited use for the appropriate activity as follows:

1. ALC only may use: LC, LD, LG, LH, MA, MB, MC, MD, ME.

2. Cataloging activity only may use: MH.

3. Aerospace Fuels only may use: CG.

4. ALC or Cataloging Agent may use: CA, CB, CC, CD, CE, CF, LA, LB, LE, LF, LI, MF, MG.

Table A2.1. Reply/Status Code C

Code	Sub-Code	Description
C		Request is returned to the initiator for additional information. C Reply Codes identify that additional information is required. Resubmit request using a different control number.
	CA	T.O. or NHA is required. The T.O., NHA name and reference number, or NHA NSN is required for further processing.
	CB	Data element in question - The data element you want verified should be identified on the Request for Cataloging Data/Action. This data element should be exactly as it appears in your records. (This excludes ERRC.)
	CC	For an ERRC challenge, the current ERRC should be reflected as well as the suggested ERRC. Reason for the requested change is also required.
	CD	Reason Code 8 requests require the non-Air Force used NSN, as well as the AF used NSN, be reflected.
	CE	Reason Code 4 requires technical data and/or the proposed change.
	CF	Request is returned for information other than that covered by another code. Clear text identifies the nature of the data required.
	CG	Requests for Cataloging Data/Action, Reason Codes 1, 2, and 6, for FSGs 68 and 91, submitted to Aerospace Fuels, must include E/I application, T.O., or other publications requiring its use and Material Safety Data Sheet (OSHA Form 174 or facsimile) according to Federal Standard 313.

Table A2.2. Reply/Status Code L

Code	Sub-Code	Description
L		Requested action is disapproved.
	LA	The manufacturer identified in the request advises that the reference number is non-procurable or unidentifiable. Attempts to obtain other sources of supply have been unsuccessful. Support is rejected.
	LB	Current data elements are correct. Your records will be updated to reflect the correct data elements shown in clear text. (D043 will push the current records to downstream systems.)
	LC	Local manufacture item. (ALC use only.)
	LD	Local Purchase item. (ALC use only.)
	LE	Submit AF Form 601, Equipment Action Request, for Equipment/Table of Allowance items.
	LF	Submit AFTO Form 135, Source, Maintenance, and Recoverability Code Change Request, to the IM. Base 86 Reason Code 9 is appropriate only when the current ERRC is incompatible with the fourth position of the SMR Code.
	LG	Support is rejected. See clear text for specific reason. If action is still required, resubmit request with new control number. (ALC use only.)
	LH	Not enough usage to warrant stocklist action. If demand continues, resubmit request and indicate quantity on hand, quantity on order, and projected 180 day requirements. (ALC use only.)
	LI	Cataloging action not warranted. Request returned to the initiator. Justification for nonconcurrence is furnished under separate cover.

Table A2.3. Reply/Status Code M

Code	Sub-Code	Description
M		Requested action approved.
	MA	The item shall be centrally managed, stocked, and issued (AAC D or G only) and the requirement shall be supported by the Date Repair Parts Required (DRPR). The assigned NSN/SoS is identified in clear text. (ALC use only.)
	MB	The item shall be managed as an LP item (AAC L) or direct from a central contract/ schedule (AAC I). The NSN/SoS under which support will be furnished is identified in clear text. (ALC use only.)
	MC	The item shall be managed as direct delivery under a central contract (AAC H) or centrally procured but not stocked (AAC J). The NSN/SoS under which support will be furnished is identified in clear text. (ALC use only.)
	MD	The item shall be managed as an insurance/numeric stockage objective item (AAC Z) and the requirement shall be supported by the DRPR. The NSN/SoS under which support will be furnished is identified in clear text. (ALC use only.)
	ME	The NSN/SoS in clear text identifies an item currently managed by the IMM and is offered as an alternate or substitute item in lieu of the item originally submitted. (ALC use only.)
	MF	Air Force used NSN or ND number is assigned. Clear text contains control number and MMAC, as applicable. Official management data will be provided by the SNUD.
	MG	Requested action, other than request for NSN assignment, has been accomplished. If the request was for adoption/reinstatement, SoS will be contained in clear text.
	MH	The NSN identified in clear text is an alternate/substitute item for the item originally requested. The SoS is supplied in clear text.

Table A2.4. Reply/Status Code Z

Code	Sub-Code	Description
Z		Requested action purged
	ZZ	Request for Cataloging Data/Action records has been purged. No additional action will be taken under the current control number. Further action regarding this item will require resubmittal under a new control number. (Focal point use only.)

Z Reply Codes: ALC focal point or DLIS program managers may use code ZZ.

X, A, B, P Reply Codes: These type Reply Codes will not complete the transaction. They will keep the transaction in suspense with the selected message being sent to the initiator.

Note*:* The Status Codes in MESSAGES (MSSG), from the DISPLAY option, to the appropriate activity, are:

1. ALC only may use: XB, XC, XJ, XN, XR, XS.

2. Cataloging activity only may use: XW or X6.

3. ALC or Cataloging activity may use: PP or XA.

4**. D143C automatically assigned:** AA or BB.

Table A2.5. Reply/Status Code X

Code	Sub-Code	Description
X		Status Code - Base 86 remains in open status.
	XA	Clear text message requiring additional information or presenting the current status of the original request.
	XB	ERRC change is in process of coordination.
	XC	Concur with cancellation request. Action has been submitted to the collaborating office for coordination/action.
	XJ	JLC Form 17 initiated to another service.
	XN	The request for AF managed stocklist action has been initiated. Stocklist assignment should be accomplished in 45 days.
	XR	The request to change Logistics Management Data on an Air Force managed item has been initiated and will be accomplished in 60 days.
	XS	SSR submitted to another S/A for support.
	XW	The FSC has been changed to ----.
	X6	The request to change Logistics Management Data on a non-Air Force managed item has been initiated. It should be accomplished in 60 days.

Table A2.6. Reply/Status Codes A, B, AND P

Code	Sub-Code	Description
A	AA	Rejected suspense. The Request for Cataloging Data/Action the user attempted to submit failed the initial edits to be suspended in the suspense file.
B	BB	Request received, suspended, and in process. ECD is ----.
P	PP	The ECD has been revised to -----. Request is still in process.

Attachment 3

DATA ELEMENTS FOR BASE-INITIATED REQUEST FOR CATALOGING DATA/ACTION

Table A3.1. Data and Codes

Data Elements/Fields	Reason Codes/Notes							
	1	2	3	4	5	6	8	9
Control Number	1	1	1	1	1	1	1	1
FSC	1	1	1	1	1	1	1	1
NIIN		1	1	1	1	1	13	1
MMAC		7	7	7	7	7	7	7
CAGE Code	2							
Part/Reference Number	1							
Table of Allowance/SERD	7	7				7	7	
ERRC	7							14
Unit of Issue (U/I)	7							
Unit Price	1							
Estimated (Y/N)	8							
Projected 180 Day Quantity	3	3				3		
Quantity on Hand	3	3				3		
Quantity on Order	3	3				3		
Component (Y/N)	5	5				5	5	
Tech Data (M/F/N)	9			9				
Item Name	1							
	1	2	3	4	5	6	8	9
Requested Action			10	12				
Justification			11	11				
Air Force Used NSN							13	
Published T.O. (Y/N)								8
Rationale								6
CMD Element in Question					4			

DATA ELEMENTS FOR BASE-INITIATED REQUEST FOR CATALOGING DATA/ACTION (Appendix 3 Continued).

Notes:

1. Mandatory.

2. If CAGE Code is not available, enter ZZZZZ or leave blank; complete option screen (OS)-1 remarks screen for related manufacturers data and characteristics, if available.

3. Mandatory. May be zero filled; however, request is more likely to be approved if this information is provided.

4. Enter the CMD elements to be reviewed. Leave all other fields blank. Data entered must be the current data received through the stocklist change system. If you are questioning a blank MMAC or Fund Code, enter numeric 9s in the field. Provide justification on OS-3 remarks screen.

5. Mandatory. Enter Y (Yes) or N (No). If Yes, information must be entered in T.O. field, Figure field, and Index field or complete OS-2 remarks screen. If No, usage data must be entered in OS-3 remarks screen.

6. SMR Code is mandatory for all Reason Code 9 requests when the item in question is published in a T.O. and is assigned a SMR Code. This information may be entered in this field, in an OS-3 remarks screen, or in RMKS.

7. Enter if applicable.

8. Mandatory. Enter Y (Yes) or N (No). For Reason Code 1, indicates whether or not price is estimated. For Reason Code 9, enter T.O. Number in T.O. field if Y is entered.

9. Mandatory. Enter "M" (Mailed), "F" (Faxed), "N" (No Data). Tech data is not required, but very helpful.

10. Mandatory. Specify "Dispose" or "Condemn."

11. Mandatory. At least one line of justification must be entered.

12. Mandatory. Identify which of the following is being requested for review: Item Name, Type of Item Identification, Part/Reference Number, Technical Revision, or recommended FSC.

13. First NIIN should reflect non-Air Force used NSN. Second NSN should reflect NSN originally ordered.

14. Mandatory. New ERRC should reflect suggested ERRC; old ERRC should reflect existing ERRC.